

Goal: *A well-written goal is specific and stated in clear, measurable terms.*



Select an employee-elected improvement idea quarterly and implement with a special action plan team.

Action Steps <i>What will be done?</i>	Responsible Parties <i>Who will do it?</i>	Needed Resources <i>(Funding/Materials)</i>	Date <i>By when?</i>
1 Set office hours for employee visits and post on door; announce in monthly meeting.	Executive Director	Sign for door	9/1/2020
2 Set up employee suggestion box and encourage employees to use it; let them know they will be addressed in monthly meeting.	Executive Director	Materials for box	9/1/2020
3 Read all suggestions during monthly meeting. Have employees vote on their favorite idea. May have them rate top 3.	Executive Director	N/A	9/30/2020
4 Assign special action plan team to develop action plan. Include person who submitted the original idea if are willing to self-identify.	Executive Director	N/A	10/15/2020
5 Roll out action plan. Review progress in monthly meetings.	Executive Director Action Plan Team	N/A	10/31/2020