**Workforce Culture Building 90 Day Work Plan**

**Current Workplace Culture**

1. **Current Culture Assessment:**
	* **Describe your organization's current culture:**
		+ How would you characterize it? (e.g., collaborative, hierarchical, supportive, etc.)
		+ What are the strengths of your current culture?
		+ What are the areas for improvement?
2. **Impact on Performance and Retention:**
	* How does the current culture influence staff performance?
	* What is the current staff retention rate?
		+ How might culture be impacting it?

**Visioning Ideal Culture**

1. **Now that you’ve envisioned your ideal workplace culture:**
	1. What values would it embody?
	2. How would it function day-to-day?
	3. What would staff say about this culture?
2. **Steps to Achieve Ideal Culture:**
	1. **List three specific steps you will take to move towards this ideal culture:**

**Acting on Values**

1. **Current Values:** List your organization’s existing values.
	* **Values in Action:**
		+ **Identify specific ways to act on these values:**
			1. Example 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Example 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Review your organization’s mission and vision:**
3. **Action Plan:**
	* **Set goals for how these values, mission, and vision will be communicated and enacted in the organization to align with your ideal workplace culture:**
		+ Goal 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Goal 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Integration Plan:**
	* **How will you integrate these actions into regular operations?**
		+ Action 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Action 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Creating Psychological Safety**

1. **Psychological Safety Strategies:**
	* **List strategies to enhance psychological safety in the workplace:**
		+ Strategy 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Strategy 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Implementation Plan:**
	* **Identify who will be responsible for implementing these strategies and how progress will be monitored:**
		+ Responsible Person(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Monitoring Process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effective Listening and Clear Communication**

1. **Effective Listening:**
	* **Identify opportunities for improving active listening within the leadership team:**
		+ Opportunity 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Opportunity 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Clear Communication:**
	* **Develop a communication strategy to ensure clarity and consistency:**
		+ Strategy 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Strategy 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Role-Play Exercise:**
	* **Schedule a role-play exercise for leadership to practice these skills:**
		+ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observing Trends and Continuous Learning**

1. **Trend Observation:**
	* **Identify current trends affecting your organization’s culture:**
		+ Trend 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Trend 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Learning & Adjustment Plan:**
	* **Develop a plan for ongoing evaluation and adjustment of the culture:**
		+ Evaluation Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**90-Day Action Steps and Review**

1. **Midpoint Review (45 Days):**
	* **Schedule a review of progress with your leadership team:**
		+ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		+ Key Questions: What’s working? What needs adjustment?
2. **Final Review (90 Days):**
	* **Evaluate the impact of your actions on the workforce culture:**
		+ What has changed? What outcomes have you observed?
		+ What are the next steps for continued development?

\*Created by a human and refined with support from Chat GPT