**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