

STRENGTHS ACTION PLAN

Ready to put your strengths into action? Use the following action plan template to prepare your strengths-building opportunities and monitor your progress.

MY TOP STRENGTHS:

Which strengths are most important for accomplishing my leadership or work goals?

Which of my strengths am I most passionate about?

What strengths will help me become the leader/person I want to be?

Which strengths matter most to the organisation?

List the top 3-5 strengths where your greatest skills, passions, work goals and the organisation's needs unite:

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION 1: Stretch your Strengths

Identify new ways to use them more:

1. _____
2. _____
3. _____
4. _____
5. _____

Identify new contexts for your strengths:

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION 2: Development Goals & Strategies

List your key goals for developing your strengths:

1. _____ Target Date: _____
2. _____ Target Date: _____
3. _____ Target Date: _____
4. _____ Target Date: _____
5. _____ Target Date: _____

List your development strategies for gaining additional knowledge, skills and practice (e.g. reading books, e-learning courses, attending a workshop, mentoring, job rotation, or taking on new tasks and special assignments):

1. _____
2. _____
3. _____
4. _____
5. _____

Support and resources you need to develop (e.g. equipment, feedback, rewards etc.):

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION 3: Tasks to Avoid or Delegate

Tasks that can be avoided:

1. _____
2. _____
3. _____
4. _____
5. _____

Tasks that can be delegated:

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION 4: Cross-Training to Magnify Strengths

1. Core Strength:

Complimentary activities or behaviours to work on:

2. Core Strength:

Complimentary activities or behaviours to work on:

3. *Core Strength:*

Complimentary activities or behaviours to work on:

ACTION 5: Applying a Strengths Focus to Unavoidable Tasks

1. *Unavoidable Task:*

Strengths angle from which to approach it:

2. *Unavoidable Task:*

Strengths angle from which to approach it:

3. *Unavoidable Task:*

Strengths angle from which to approach it:

ACTION 5: Weaken your Weaknesses

1. Weak Area:

Strategies for managing or limiting it:

2. Weak Area:

Strategies for managing or limiting it:

3. Weak Area:

Strategies for managing or limiting it:

FOLLOW UP: Review and Reflect

How did you get on? What lessons have you learned? What's next?
