

# Fire Up! Your Employees

## *Action Plan*



Success with the Fire Up! Process requires practice and a formal action plan. As you learn the components of the Fire Up! Process, build a short-term action plan with action items that need either immediate attention or can be achieved in a short period of time. As you develop more confidence and experience with the *Fire Up!* components continue to add to your action plan with more significant items and with a longer term focus. Use the PDF or Word version of this file to define and direct your progress.

Remember, check in on your action plan each day – applaud successes and update the plan with new information, new action items or modifications based on environmental changes. This process is recommended for not only the Fire Up! Process but for all manager responsibilities as it allows you to be more in control, focused and committed to what it takes to engage employees and drive performance. The goal is to drive results – through the powerful contributions from and connections with your employees.

Good luck.

Make a difference.

Fire Up your employees and they will smoke your competition.

## **Fire Up! Action Plan**

**Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Part 1: Invite Employee Performance**

#### **Culture Review**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

#### **Talent Assessment Plan**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

#### **Hiring Process Review**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## **Fire Up! Action Plan**

### **Talent Matrix completion on organizational roles**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### **Role Sourcing Strategy**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### **Powerful Interviewing and Talent-Based Questions**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

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## **Fire Up! Action Plan**

### **Employee/Candidate Assessment**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### **On-boarding Process**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

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## **Part 2: Incite Employee Performance**

### **Business Review Update Process**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## **Fire Up! Action Plan**

### **Job Sculpting Process**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### **Performance Expectations**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## **Part 3: Ignite Employee Performance**

### **Performance Feedback Process**

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

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# Fire Up! Action Plan

## Career Conversation and Employee Development

Action items and implementation dates:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

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3. \_\_\_\_\_

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Recap critical implementation dates and actions:

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