

Identify your Teams' Strengths

Action

- ☐ Analyze the team
- ☐ Talk about drivers and personal goals
- ☐ Identify skills and knowledge gaps – make a plan to fill these gaps
- ☐ Identify strengths & weaknesses – make a plan to work with these (or around these)
- ☐ Identify any dead weight!

<p style="text-align: center;">Strengths</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p style="text-align: center;">Weaknesses</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p style="text-align: center;">Opportunities</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p style="text-align: center;">Threats</p> <p>1.</p> <p>2.</p> <p>3.</p>

Educate Abnormally

Action

- ☐ Implement Individual Development Plans (IDP's)
- ☐ All staff to complete their own Individual Development Plans. Allocate a few hours per month for education & development
- ☐ Share your learnings!

Note: *Talking about your learnings in team meetings will help spread the knowledge further and also show return on investment.*

- ☐ Review your HR Processes
- ☐ Establish a desired profile of each candidate as you hire.
- ☐ Spend time to make a list of non-negotiable – ask the wider team for feedback about who it is they would like to work with.
- ☐ Consider hiring for insight, vision & soft skills – Think about what you can train
- ☐ Review any templates that you have saved e.g. Job ad's or job descriptions - make sure they include your Why!
- ☐ Consider hiring untraditionally e.g. part-time, remotely, flexible hours.