

John Doe

Overall Goal: To improve team relations

Date Added	Objective	Action Item	Resource / Person	Milestone / Target Date	Date Completed
3/27/2025	Open dialogue within the team.	Discuss interdependency of individuals to team performance and discuss need for a more cohesive team with the team.		April 20 <sup>th</sup> team mtg.	4-13-25
3/27/2025	Open dialogue within the team.	Have all team members read “We’re #1 A Story About Teamwork” and discuss what being a team means at the May team meeting.	Walk the Talk Books	5-17-2025	
3/27/2025	Build more trust and cooperation within the team.	Contact HR Dept. to facilitate team building exercises at May, June and July team meetings.	Judy in HR Department	4-30-2025	
3/27/2025	Learn new techniques to aid in building effective teams.	Attend a team building seminar to obtain additional team building ideas.	Lancaster Community College	5-30-2025	
3/27/2025	Assess my knowledge of effective team concepts.	Complete the Knowledge for Teams assessment to assess knowledge of team building.	Edge Training Systems, Inc.	4-15-2025	
3/27/2025	Gather feedback from team on team climate.	Prepare a survey to administer to team members on ways team can improve.	Paul – to help develop survey Mary – to administer and tabulate results.	5-5-2025	