How to work with the result
Step 3: Take action

A guide on how to go from an action plan to making it happen
How to work with the result

Guide 1
Reflect on results
This step will prepare you for the upcoming discussion with your team, reflecting over objectives, practical elements, and your own experience.

Guide 2
Involve the team
This step will make you gain quality input, increase the understanding of the result, and support you to involve the team in going forward.

Guide 3
You are here
Take action
This final step helps you prioritize, take action, and make it happen.
Content

The guide will support you in how to take action after reflecting on the results and having a discussion with the team.

This guide will help you create action-based questions and provide you with inspiration for how you can help your team moving forward.

Digging deeper
Different ways of going forward
Action plan
Trigger and maintain behaviors
Reminder of actions
Examples of action questions
Examples of actions
Digging deeper

After reflecting on results and after having had a discussion with your team, hopefully you’ll have a clear picture of how things are in your team. If not, schedule some in-depth questions to make sure you have detailed information about what needs to be done. You can also book another discussion with the team to ask a few follow-up questions.
Different ways of going forward

Get more inspiration in &frankly’s question library. The questions can be filtered on e.g. tracking, depth, and action.
Action plan

Take a few minutes to set a plan to go from decision to making it happen.

What needs to be done?
If the team has a long list of actions, prioritize and take one step at a time.
Review the situation in the team and break down the larger vision into smaller and concrete actions.
Baby steps rule!

Who can accomplish this?
Is it the management team, the team manager or the group itself? Sharing is caring.
Involve the team! Change is easier when everyone is onboard.

When to take the next step?
Why wait? Decide together with the team on when and how often the next pulse will go live to follow-up on actions.
Trigger and keeping new behaviors

Trigger behaviors

We usually need triggers to change a behavior. Triggers could be policies, laws, signs, agreements or just a simple information e-mail. Triggers can inspire us to do something but if we want this new behavior to continue, we need to work with consequences.

Making sure the behavior stays

Consequences help us stay on track when acquiring a new behavior. Efficient consequences are feedback, being seen or being measured… over and over again!
Action reminders

How it can be done

• With &frankly you can remind your team. Use action-based questions to make them reflect on their behavior.
• Celebrate positive results, discuss negative ones. Take time in the next team meeting to review new results to share feedback.
• Sometimes the result isn’t the most important, however the reflection we create within each individual is!
• Share results continuously, this reminds the team what your focus area is.
Examples of action questions

- *You've been working hard! Take ten minutes to reward yourself, ok?*
- *When we have meetings, I...*_
  - __always contribute with my competence__
  - __never come prepared__
  - __always come prepared__
- *What can you do to feel more involved in the decisions made?*_
- *How good are we at listening to each other in our team?*_
  - *I listen closely to my colleagues*
  - *My colleagues listen closely to me*
Examples of actions

**Stress**

Is the team going through a peak period of stress? What could help the team in this situation? Have they expressed they would like more support? More feedback? Tip: schedule questions that could support them in the busy period: Have you offered help to a colleague this week? Have you asked for help from a colleague this week? Schedule reminders that focus on the positive aspects and the great work that is being done, ask about the last weeks highlights.

**Low leadership score**

If needed, schedule in-depth questions to get detailed information on what the team is missing. Tip: schedule a few follow-up questions over time to follow trends. Get help from the team by also including questions that can help them support you: Have they asked you for feedback? Have they asked for information?

**Organizational level**

Are results linked to other departments? Perhaps there are actions needed in-between teams. Create a plan and schedule questions together with other team managers or on an organization-wide level to trigger change for everyone involved.
There are many guides to help you on the way!

Tips
Check out the next upcoming webinar or find more inspiration in our portal!