



BEN HUDNALL

MEMORIAL TRUST

For New Employees: My Action Plan for Q1

Q1 2016	Observe and Gather Information	Use your Talents to Solve their Problems	Build Effective Relationships
Month 1	Learn about the culture of this new department	Take note of current or ongoing department needs	Look for opportunities to work in teams
Month 2	Get to know my manager's priorities	Prioritize clear verbal and written communication	Prioritize working on your collaboration skills
Month 3	Take note of the departments preferred work behaviors	Be open to alternative ways of doing things	Take note of co-workers strengths and interests
Month 4	Watch how conflict is resolved in this department	Be aware of new computer technology that could solve department problems	Share your great ideas with others