

YOUR ONE-YEAR SHORT-TERM OBJECTIVE

Write in the box below what your overall one-year goal should be for making recognition practices and recognition programs better in 2021.

FOCUS POINT

Write in the box below one area of focus for recognition you need to work on in 2021.

90-DAY OBJECTIVE

Write in the box below your 90-day goal for this recognition Focus Point.

PROJECT LEADER(S)	PROJECT TEAM MEMBERS

	SPECIFIC ACTION TO BE TAKEN	ASSIGNED TO	DUE DATE
1			
2			
3			
4			
5			

SPRINTS 1 & 2	MONTH
1.1	
1.2	
2.1	
2.2	

EXAMPLE

OUR ONE-YEAR SHORT-TERM OBJECTIVE

To know what recognition is and what it is not, and how to give it the right way and establish our cultural values to drive recognition.

FOCUS POINT

Education and Training

90-DAY OBJECTIVE

Design and develop a 1.5-hour learning program for all levels of staff on effective recognition practices and programs.

PROJECT LEADER(S)	PROJECT TEAM MEMBERS
David Postman	Shania Johnson
	Luciana Fernandez
	Kyra Agarwal

	SPECIFIC ACTION TO BE TAKEN	ASSIGNED TO	DUE DATE
1	Work with Organizational Development to conduct learning needs assessment.	David	5/5
2	Determine learning objectives for program based on needs assessment and input	Shania + Team	5/30
3	Design learning content based on feedback and objectives	Luciana	6/15
4	Create training evaluation tool and transfer of learning expectations.	David	6/30
5	Review draft learning materials and proposed evaluation tools	Kyra + Team	7/31

SPRINTS 1 & 2	MAY
1.1	OD learning needs assessment (DT)
1.2	OD learning needs assessment - manager/employee interviews (DT)
2.1	Team meetings to begin objective setting (SJ)
2.2	Complete learning objectives (SJ + Team)