**Work PositiveCI Action Plan**

*Insert organisation logo here*

**Organisation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Section A** | **Section B** |
| **No.** | **Priorities/Goals** | **Objectives** | **Initiatives** | **Target Group** | **Key Person(s)** | **Required Resources** | **Key Metrics** | **Completion/Review** |
|  | *What are you planning to do to improve the situation?* | *Set key objectives the organisation wants to achieve* | *What initiatives can employees expect over the coming year(s)?* | *Who is this initiative targeting (e.g. the whole workforce, a department or an occupational role)?* | *Which department / function is responsible and who is the key contact for driving this initiative?* | *What resources will be required to run this initiative?* | *How can the success of this initiative be measured?* | *What is the timescale for this initiative?* |
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