

Team climate action plan template

Choose three to five actions that team members can see and experience. For each action, name the person responsible, when it will begin, when the team will revisit it, and how the team will know whether it is helping. Do not include names connected to complaints or score individual employees.

Content

Practice: describe something a team member could see happening, such as sharing the agenda 48 hours ahead, rotating who opens the meeting, reading written input aloud, or turning captions on.

Responsibility: name the supervisor or volunteer responsible for the action. The supervisor remains accountable for the team's practices.

Dates: choose a start date and a follow-up conversation within three months.

Evidence: describe what the team would notice, without ranking people. This might include a short anonymous check-in or a review of who received assignments.

Use this plan to improve team practices. Follow the established process for complaints, investigations, discipline, and accommodation decisions.

Next steps

- **Workplace culture path** — program page [/practice/gp-4](#)
- **When to seek additional guidance** — program page [/library/pn-when-to-escalate](#)

Practice paths this supports

- Workplace culture and team climate