Se -a e e

This tool is a practical and easy-to-use self-assessment tool to work out what your organisation is doing well and not so well around the four pillars of productivity and identify areas for improvement.

The tool can be completed as a whole or split it into bite-size chunks, whichever works best for your current situation and organisational structure.

It may be helpful to engage other staff and departments to undertake the same self-assessment, as there might be different perspectives of your current position.

The statements in the tool suggest some of the ways that you can self-assess your organisation – you can amend and/or add statements to fit with your organisational aims and objectives.
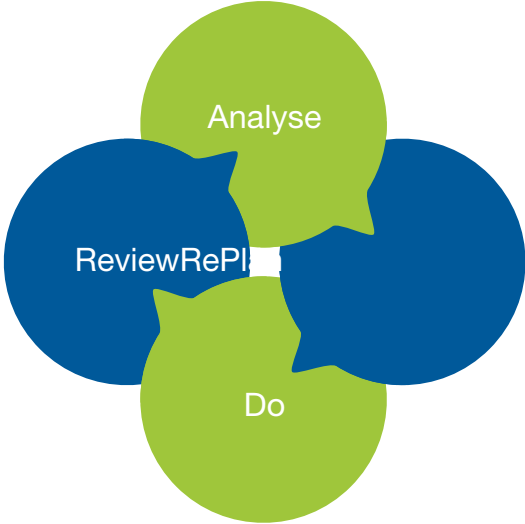
Active planning can be a step towards improving productivity, service quality, individual out-

initiatives					

initiatives

Ta e Ac

Now you have completed the analysis and identified areas of improvement of your self-assessment, use the template in **a e d** to plan change, take action and monitor progress. You may find your planned interventions overlap and interlink across the 4 pillars of productivity and how you use digital technology.

Consider how you will know you've achieved what you set out to do. Take a 'SMART' approach to identifying your actions, targets and desired outcomes. **T e** - See section 2.1 of the Guide to Improvement _e e_ 'Plan and implement your improvement'.

P ce e	Set of interrelated or interacting activities that transform inputs into outputs
I	What is put in, taken in, or operated on by any process or system.
O.	The activities, services and products produced - what is delivered
O. c e	The changes, benefits, learning or other effects that take place as a results of the service and activities provided - what is achieved.
Pe a c e	Capture the changes and benefits experienced by people who use the services that have been provided by the care service.
I d ca	The signs and signal that are monitored in order to measure the progress in the delivery of services (Outputs and processes) and in the changes in brings about (outcomes).
M	The routine collection and recording of information, to keep track of day to day activities and progress. Its purpose is to provide regular feedback on how things are going and help make decisions.

T e

Go to: [Practical approaches to workforce planning guide](#) and the [Workforce Outcomes Measurement Model](#) where you will find step-by-step approaches and detailed guidance.

O

Plan a schedule of regular meetings to monitor progress.

Review your action plan regularly with everyone it affects to check it is on target. Address any issues, barriers or surprises that arise. Are there any emerging opportunities? Review and redefine targets as needed.

Re e a d E a. a

Having undertaken the activities, complete a review and evaluation using the template in appendix three. To review your outcomes, you need to be very clear about the priorities that you set and involve all partners in evaluation. Consider whether the changes you made achieved the desired outcomes.

T e - See the following sections of the Guide to Improvement [here](#)

2.3 'Monitor your performance and maintain quality'
2.4 'Provide evidence of your improvement for the CQC'
2.5 'Let people know you have improved'

A__ed T :Ac . Pa a d M . . Te__ a e__L__

P . .	Ac . W a . eed								

A..ed T ee: Re e a d E a.a . Rec d

Review and record the overall results and impact of the interventions.

W a e e e e ac e e e ? ..	
W a a e . c e/ .ac .. :.. .e .e . eed ca e a d · .. a . . e ce e a a ..	
W a a e . ea. ?	
D d e be e ac e ed . e . e e ? ..	
H . e. . . d. a d ? ..	
H . ce eb a e . cce ?	
Re . , e e a d ede . e. W a . d . e . a. . e e.. ? ..	