**Denver Manheim Team--Individual Action Plans**

**Michael McLean:**

* What – 10 minute 1 on 1 meetings with outside coordinators.
* Why – To gain insight on their day to day responsibilities and provide a deep dive training initiative based on their individual career path(s).
* When – Two a day at 8:30 and 8:45 am Monday thru Wednesday.

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**Angelina Smith:**

Action Plan #1

* WHAT : Provide monthly Financial information more timely to ALL managers
* WHY : To give managers more detail information so they can make more timely decisions and focus on how/what to change for the current month
* WHEN : The 4th or 5th day of close each month

Action Plan #2

* WHAT : Present monthly OPR to Accounting (my department), HR (T’s department), and Dealer Services (Charles’s Department)
* WHY : To give all employees the understanding of the OPR and how it affects each department. To give interaction between departments and to create a TEAM environment so employees understand it is ok to seek information outside their own department.
* WHEN : Around August 15th when the July OPR report is released.

\*\*Note: Accountability partners are T & Charles

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**Danny Johnson:**

* WHAT: KPI tracking
* WHY: To monitor and reduce hours to comply with company goals
* WHEN: I will meet with my supervisors for 10-15 minutes on Monday and again on Thursday and this will be ongoing.

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**Tanique Wright:**

Action Plan #1

* WHAT : Setup meeting with Holly to setup define responsibilities
* WHY : To give employees and Managers a POC for each duty
* WHEN : Next Week 8/5/2014

Action Plan #2

* WHAT : Understand the OPR and be able to explain it to my employees
* WHY : To give us a better understanding of how the report works
* WHEN : within the next 2 weeks

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**Charles Bryant:**

* WHAT : Understand the OPR and be able to explain it to my employees & how we are graded/ranked
* WHY : To give us a better understanding of how what we do affects others and the importance of grade/rank
* WHEN : Next 4 weeks

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**Stephanie Hurtado:**

* WHAT – Increase my departments Moral and Teamwork!!!! ( not really sure how to say it)
* WHY- We are a good team that needs to be GREAT!!! We need to all be comfortable in approaching each other and solving each other’s problems! The only Challenge I will be up against is getting the ones that don’t want to be here, to buy in and be engaged. If you have any suggestions that would be great.
* WHEN : I have started spending 15 mins with each person once a week. This time will probably go up to 20 mins as I will be training them on the Front Office tool. This will really boost the Moral as everyone likes to feel important in learning new things. I hope to have my department start turning around by Sept. WE will be a GREAT team by the 1st of the year.