

HPT Activity Planner

Name: _____
 Team: _____
 Date: _____

Step 1: Building HPT Team Awareness



- Book Club** (*Reading 'CTE HPT Selected Readings and Toolkits' and discussing as a team*)
- Sharing Video Links** (*Sharing video links from 'HPT Level Up!' YouTube Channel with questions for discussion*)
- Team Activities** (*Completing online diagnostic tools exploring HPT artefacts and conducting Team Booster sessions*)
- My strategy is:** _____

Key Dates / Times:

Step 2: Implementing HPT Strategies

Domain	Activity	Components / Time	Implementation Plan	Timing
 Foundations	Team Role Chart	<input type="checkbox"/> Team Booster #1: Link Team Roles With Strategic Plan (10 mins) <input type="checkbox"/> Role Chart Discussion (20 mins)	TOTAL TIME 30 MINS: <input type="checkbox"/> Single Session (30 mins) <input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 20 mins) <input type="checkbox"/> Other: _____	Date/Time:
	Team Activity Cycle	<input type="checkbox"/> Team Booster #3: Review Team Activity Cycle (10 mins) <input type="checkbox"/> Activity Cycle Discussion (10 mins)	TOTAL TIME 20 MINS: <input type="checkbox"/> Single Session (20 mins) <input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 10 mins) <input type="checkbox"/> Other: _____	Date/Time:
	Level Up Team Plan	<input type="checkbox"/> Video – Quickstart: The HPT Level Up Framework (7:55 mins) <input type="checkbox"/> Level Up Individual Assessment and Plan (12 mins) <input type="checkbox"/> Team Planning (20 mins)	TOTAL TIME 40 MINS: <input type="checkbox"/> Single Session (40 mins) <input type="checkbox"/> Two Sessions (2 x 20 mins) <input type="checkbox"/> Other: _____	Date/Time:
 Achievement	Purpose, Vision, Goals & Actions	<input type="checkbox"/> Video – Quickstart: KPI 1 Vision & Action (5:58 mins) <input type="checkbox"/> Core Purpose: The Hedgehog Conversation (14 mins) <input type="checkbox"/> Vision Casting (25 mins) <input type="checkbox"/> Action Plan (45 mins)	TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs) <input type="checkbox"/> Two Sessions (2 x 45 mins) <input type="checkbox"/> Other: _____	Date/Time:
 Engagement	Team Profile & Calling Behaviour	<input type="checkbox"/> Video – Quickstart: KPI 3 Leveraging Diversity (5:48 mins) <input type="checkbox"/> Team Profile & Talent Map (54 mins) <input type="checkbox"/> Above and Below the Line Chart & Calling Behaviour Protocol (30 mins)	TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs) <input type="checkbox"/> Two Sessions (1x 60 mins, 1 x 30 mins) <input type="checkbox"/> Other: _____	Date/Time:
 Business As Usual (BAU)	HPT Team Meetings	<input type="checkbox"/> Video – Quickstart: KPI 2 Performance Reporting (8:25 mins) <input type="checkbox"/> Meeting Training – Moderator, Chair & Hot Issues (35 mins) <input type="checkbox"/> Best Practice Trial Run (60 mins) *Deep Dive Video & Training Module Additional 60 mins	TOTAL TIME 1 HR 45 MINS: <input type="checkbox"/> Single Session (1 hr 45 mins) <input type="checkbox"/> Two Sessions (1 x 45 mins, 1 x 60 mins) <input type="checkbox"/> Other: _____	Date/Time:
	Team Pulse & Trust Matched Teaming	<input type="checkbox"/> Video – Quickstart: KPI 4 Work/Life & Wellbeing (4:56 mins) <input type="checkbox"/> Trust Matched Teaming (10 mins) <input type="checkbox"/> Team Pulse Conversations (15 mins)	TOTAL TIME 30 MINS: <input type="checkbox"/> Single Session (30 mins) <input type="checkbox"/> Two Sessions (2 x 15 mins) <input type="checkbox"/> Other: _____	Date/Time:

HPT Activity Planner

Name: Mary Smith
 Team: SEP/LSU
 Date: _____

Step 1: Building HPT Team Awareness



- Book Club (Reading 'CTE HPT Selected Readings and Toolkits' and discussing as a team)
- Sharing Video Links (Sharing video links from 'HPT Level Up!' YouTube Channel with questions for discussion)
- Team Activities (Completing online diagnostic tools exploring HPT artefacts and conducting Team Booster sessions)
- My strategy is: Quick vids at huddles, team booster exper mth, articles/tools - planning day

Key Dates / Times:
 As per team activity cycle

Step 2: Implementing HPT Strategies

Domain	Activity	Components / Time	Implementation Plan	Timing
	Team Role Chart	<input checked="" type="checkbox"/> Team Booster #1: Link Team Roles With Strategic Plan (10 mins) <input checked="" type="checkbox"/> Role Chart Discussion (20 mins)	TOTAL TIME 30 MINS: <input checked="" type="checkbox"/> Single Session (30 mins) <input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 20 mins) <input type="checkbox"/> Other: _____	Date/Time: Faculty B mtg week 1. 9.30-10.30
	Team Activity Cycle	<input checked="" type="checkbox"/> Team Booster #3: Review Team Activity Cycle (10 mins) <input checked="" type="checkbox"/> Activity Cycle Discussion (10 mins)	TOTAL TIME 20 MINS: <input checked="" type="checkbox"/> Single Session (20 mins) <input type="checkbox"/> Two Sessions (1 x 10 mins, 1 x 10 mins) <input type="checkbox"/> Other: _____	Date/Time: Faculty A mtg week 2. 9.30-10.30
	Level Up Team Plan	<input checked="" type="checkbox"/> Video – Quickstart: The HPT Level Up Framework (7:55 mins) <input checked="" type="checkbox"/> Level Up Individual Assessment and Plan (12 mins) <input checked="" type="checkbox"/> Team Planning (20 mins)	TOTAL TIME 40 MINS: <input checked="" type="checkbox"/> Single Session (40 mins) <input type="checkbox"/> Two Sessions (2 x 20 mins) <input type="checkbox"/> Other: _____	Date/Time: Faculty B mtg week 6 9.30-10.30
	Purpose, Vision, Goals & Actions	<input checked="" type="checkbox"/> Video – Quickstart: KPI 1 Vision & Action (5:58 mins) <input checked="" type="checkbox"/> Core Purpose: The Hedgehog Conversation (14 mins) <input checked="" type="checkbox"/> Vision Casting (25 mins) <input checked="" type="checkbox"/> Action Plan (45 mins)	TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs) <input checked="" type="checkbox"/> Two Sessions (2 x 45 mins) <input type="checkbox"/> Other: _____	Date/Time: Faculty B mtg week 3 9.30 Faculty A mtg week 4 9.30
	Team Profile & Calling Behaviour	<input checked="" type="checkbox"/> Video – Quickstart: KPI 3 Leveraging Diversity (5:48 mins) <input checked="" type="checkbox"/> Team Profile & Talent Map (54 mins) <input checked="" type="checkbox"/> Above and Below the Line Chart & Calling Behaviour Protocol (30 mins)	TOTAL TIME 1 HR 30 MINS: <input type="checkbox"/> Single Session (1.5 hrs) <input type="checkbox"/> Two Sessions (1x 60 mins, 1 x 30 mins) <input checked="" type="checkbox"/> Other: <u>1x 30 mins.</u>	Date/Time: Part 1 general staff mtg wk 4 Faculty B mtg wk 7 9.30
	HPT Team Meetings	<input checked="" type="checkbox"/> Video – Quickstart: KPI 2 Performance Reporting (8:25 mins) <input checked="" type="checkbox"/> Meeting Training – Moderator, Chair & Hot Issues (35 mins) <input checked="" type="checkbox"/> Best Practice Trial Run (60 mins) *Deep Dive Video & Training Module Additional 60 mins	TOTAL TIME 1 HR 45 MINS: <input checked="" type="checkbox"/> Single Session (1 hr 45 mins) <input type="checkbox"/> Two Sessions (1 x 45 mins, 1 x 60 mins) <input type="checkbox"/> Other: _____	Date/Time: Extended Faculty mtg week 10. 9.30-11.30
	Team Pulse & Trust Matched Teaming	<input checked="" type="checkbox"/> Video – Quickstart: KPI 4 Work/Life & Wellbeing (4:56 mins) <input checked="" type="checkbox"/> Trust Matched Teaming (10 mins) <input checked="" type="checkbox"/> Team Pulse Conversations (15 mins)	TOTAL TIME 30 MINS: <input type="checkbox"/> Single Session (30 mins) <input type="checkbox"/> Two Sessions (2 x 15 mins) <input checked="" type="checkbox"/> Other: <u>SFD whole staff.</u>	Date/Time: Done. SFD Jan.