

Sample action plan for a team building project

Activity axes	Activities	Resources	Workload	In charge	Deadline	Follow-up
Employee development actions	Project management methods	Coaching	2h / week	Mr. X	30.09.20XX	OK
	Russian lessons	Pushkin Institute TORFL courses	1h30 / week	Mr. Stoyanov	31.07.20XX	OK
Internal communication	Communication of major events	Corporate newsletter	3h / month	Mrs. Y	On the 25th of the month at the latest	not OK!!!
	Listening to the organization	Social audit	15 hours in total	M. X	01.05.20XX	OK