

Action Planning for



Timing for Action Planning Session

- With your co-worker choose one topic to action plan (5 minutes to choose topic)

Employer Engagement

Partnerships

Two Generation Approaches

- Action Planning Introduction (10 minutes)

Four Steps to Create and Implement an Effective Action Plan

1. Assess Your Current Situation
2. Set SMART Goals
3. Outline Steps in Sequence
4. Implement and Adjust Plan as Needed



ACTION PLANNING

- WHY? When there is much to be accomplished we need an organized way to ensure work is completed.

If you don't know where you are going you can end up anywhere.



- WHAT? Breaks down into concrete measurable steps what needs to take place, who is responsible, timelines, and how results will be measured.



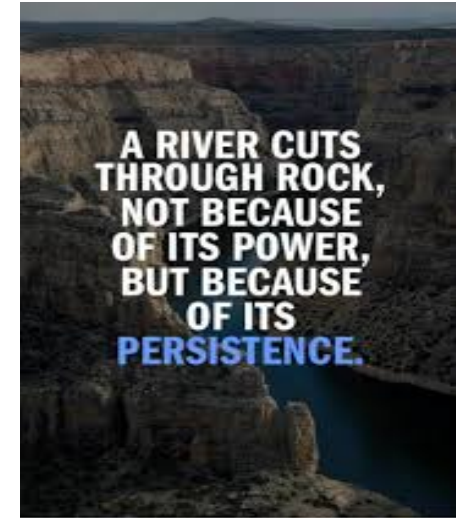
Goal:

Evidence Of Success (*How will you know that you are making progress? What are your benchmarks?*)

Evaluation Process (*How will you determine that your goal has been reached? What are your measures?*)

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources A. <i>Resources Available</i> B. <i>Resources Needed</i> <i>(financial, human, political & other)</i>	Potential Barriers A. <i>What individuals or organizations might resist?</i> B. <i>How?</i>	Communications Plan <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>
Identify current partners including TANF, One Stops, Adult Education, and Community Colleges (Example step for Partnerships)	Mary	April 10, 2016	A. Betty-HPOG Project Director will review with us current partners B.	A. Current relationship with TANF office has been challenging—calls not returned, documentation lost in processing between HPOG and TANF, multiple points of contact at TANF office. B.	Discuss colocation of services with current TANF director. Share examples from other HPOG programs of how colocation has been successful.
Set up a meeting with one key new employer “champion” (Example step for Employer Engagement)	John	May 5, 2016	A. Jane Mitchell, Director of Unity Hospital B. Need job-shadowing, internships, mentoring, on the job training, and input from Unity on career pathways.	A. Jane is often out of town and may miss meetings. Identify with Jane a backup contact. B.	John will set up initial meeting as he serves on a Board with Jane. Evites will be sent out for regular 1x/mo meeting with Jane to continue/further the partnership
Hold focus groups with partners to understand how they address child, parent, family issues (Example step for Two Generation Approaches)	Bill	May 28, 2016	A. Bright Start Head Start Healthy Futures Child Care B. Need to identify how we can integrate their services into services HPOG is offering.	A. Need to educate some in the organizations about how addressing the needs of the whole family (parents + children) will benefit children. B.	These two groups meet already monthly. Determine if an HPOG representative can join this standing meeting.

Do a little Each Day



It's not what we do
once in a while
that shapes our
lives. It's what we
do CONSISTENTLY!

Iaspireblog

Timing for Action Planning Session

- Action plan on your chosen topic with your team member (55 minutes)
- Break (15 minutes)
- Each grantee team connects with another grantee team to share action plans and gather feedback (30 minutes)
- Regroup with your co-worker and discuss/incorporate feedback received from other team/continue developing and refining your plan (30 minutes)
- Break (15 minutes)
- Action Plan Report Out to Entire Group (45 minutes—about 4 minutes per team)

Action Plans

- Please write legibly on your action plan.
- Once you return home, please scan and send your completed action plan to your Program Specialist and copy Mary Hayes at mhayes@jbsinternational.com
- Action plans will help connect to possible additional technical assistance, if desired.

Action Plan feedback



- Were the steps in the action plan specific and measurable?
- Are responsible parties assigned to complete each step?
- Were deadlines/due dates assigned for each step?
- Would you add or change anything in the plan and how would you do so?

Technical Assistance Available!

If you would like additional technical assistance (TA) on any of the roundtable topics, please let your Program Specialist know and we can arrange onsite, virtual, or telephone TA with subject matter experts for that topic.

