# COMPANION RESOURCES

## **ACTION PLANNING GUIDE**

##

Working to achieve a culturally and linguistically competent dispute resolution system can seem like an uphill climb. The sheer scope and immediacy of what needs to change could lead the team to tackle multiple projects simultaneously. It will be important to keep the focus of the work narrow. Developing impact statements provides a guiding path; but specific areas of focus will need to be determined to make consistent changes. Team action planning is an effective strategy that can lead to reliable changes and intended outcomes.

Action planning provides the team with a roadmap for achieving desired system changes. It will help the team share the workload and responsibilities. The *Action Planning Tool* can be used to focus a team’s efforts on a few improvement areas by documenting goals, activities, timelines, and responsibilities. The goals should be measurable and achievable within a specified timeline.

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| To complete the Action Planning Tool, follow the steps below: |
| STEP 1 | Select no more than 2-3 indicatorsfrom various function areas in the assessment tool as improvementareas. |
| STEP 2 | Determine one achievable goal for each improvement area. Each goal should be achievable within a set amount of time.* Recognize what is within your power of influence to change.
* What is needed to achieve the goal?
	+ Special activities?
	+ Resources?
	+ Time?
 |
| STEP 3 | Assign a staff lead for each goal. |
| STEP 4 | Identify a completion date. |
| STEP 5 | Check in along the way. * Celebrate accomplishments.
* Reassess workloads.
* Adjust action plans as needed.
* Monitor progress.
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**COMPANION RESOURCE**

## **ACTION PLANNING TOOL**

This document is customizable to meet the needs of each team. Use the [*Action Plan Template*](#_ACTION_PLAN_TEMPLATE) for each priority area that will have a goal.

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## **SAMPLE ACTION PLAN**

**PRIORITY AREA:** Standards and Professional Development.

**MEASURABLE GOAL(S):** By 3/15/24, 100% of practitioners will participate in a training focused on diversity and inclusion.

**HOW WILL YOU MONITOR PROGRESS:** Number of individuals trained.

**CHECK-IN DATE(S):** After 6 months, after 9 months.

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| **ACTIVITY** | **RESOURCES NEEDED** | **STAFF LEAD** | **DATE INITIATED** | **DATE TO BE COMPLETED** | **COMMENTS** |
| Determine content to be included | Review existing trainings, research topics | José | 9/5/23 | 9/25/23 |  |
| Develop request for proposal | Template, procurement personnel | Sonya | 9/15/23 | 10/15/23 | Final draft due 9/30/23 |
| Issue the request for proposal | Website, mail list | Sonya | 10/15/23 | 11/28/23 |  |
| Select the trainer/consultant | Submitted proposals, rubric | José and Sonya | 9/18/23 | 11/28/23 |  |
| Schedule session(s) | Locations, calendar | José | 10/1/23 | 11/18/23 | Calendar link |
| Advertise session(s) | Website, email list | Brianna | 11/11/23 | 1/27/24 | Website link |

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This document is customizable to meet the needs of each team. Use the ***Action Plan Template*** for each priority area that will have a goal.

## **ACTION PLAN TEMPLATE**

**PRIORITY AREA:**

**MEASURABLE GOAL(S):**

**HOW WILL YOU MONITOR PROGRESS:**

**CHECK-IN DATE(S):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **RESOURCES NEEDED** | **STAFF LEAD** | **DATE INITIATED** | **DATE TO BE COMPLETED** | **COMMENTS** |
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