

(BST) Appendix J
Next Steps Action Planning Tool

SMART¹ Policy Goal Being Addressed: **Goal 8a, Services delivered by function: Business Services – BST Partners will put into place a process that will allow the business services team to be more effective in the area.**_____

Strategies What specific tactics will we use to address the goal?	Key Players Who is responsible? Who else should be involved?	Expected Outcomes What will be the result of these strategies?	Timeline What is the due date of each expected outcome?	Questions and Assistance Needed
<p>This will be achieved with the following steps:</p> <ul style="list-style-type: none"> • Create a unified message for the Business Services Team • Create a list of questions to identify trends – questions to be used by the Business Services Team during employer visits • Create a plan to gather information periodically from local employers • Send emails to partners informing them of the scheduled employer visits and summary of visit • Create plan to develop long/short range plans to address the issues listed on the surveys • Create a system to track outcomes from our programs/events • Create a list of employers by sector (county list) 	<p>All Business Services Team Members will be responsible for implementation of these strategies.</p>	<ol style="list-style-type: none"> 1) All partners benefit from employer visits. 2) List of questions for employers 3) Information from employer visits 4) Track employer visit outcomes 5) Employer List 6) Meeting Schedule 	<ol style="list-style-type: none"> 1) June 30, 2020 2) December 31, 2019 3) March 31, 2020 4) June 30, 2020 5) December 31, 2019 6) October 2019 	

¹ SMART goals are Specific, Measureable, Attainable, Realistic, and Timely.

<ul style="list-style-type: none">• Establish a regular meeting schedule <p>Outputs:</p> <ul style="list-style-type: none">a) List of Questions for Employersb) Outcomes from the visitsc) Employer Listd) Regular Meetings				
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