

Appendix J

Next Steps Action Planning Tool

SMART¹ Policy Goal Being Addressed: #5 All Staff Valued and Respected

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
Include Frontline Staff at Center level AJC Meetings.	Mandated Partners	Better coordination of services; Increased understanding of serves provided by each of the partners. Identify joint projects the Center.	1/2020	Permission from Directors to attend meetings
Solicit Frontline staff input into policy decision making	Mandated Partners, Chicago Cook Workforce Partnership (WIB); IWIB	Better customer service; Streamlined processes; buy-in from the partners will lead to better/smooth transition of any changes	6/2020	IWIB

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

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