

Appendix J

Next Steps Action Planning Tool

SMART¹ Policy Goal Being Addressed: #8A Services Delivered by Function: Business Services

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
Host Coordinated Hiring Events with all system partners participating	Mandated Partners at Mid-South AJC	Better attendance; less duplication of efforts	1/2020	Approval of managers and directors of frontline staff to attend meetings.
Hold Quarterly Meetings of all partner's Business Service Staff	Business service staff of mandated partners at Mid-South AJC	Less duplication of Business service efforts; less attendance fatigue of business/employer partners	1/2020	Approval of managers and directors of frontline staff to attend meetings.

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

