

Appendix J

Next Steps Action Planning Tool

SMART¹ Policy Goal Being Addressed: #3 Cross Training Provided to Staff

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
Each agency identifies how they will share information related to cross-training.	Mandated Partners of Near West Side AJC	Partners will have a better understanding of the services of the Partners. Better service to the jobseeker.	1/2021	Summary of services (can be an FAQ) from each Partner to be shared with frontline staff.
Annual cross-training potluck to be held bi-annually.	Mandated Partners of Near West Side AJC			Directors agreement to share responsibilities of the training.

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

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