

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
Re-occurring monthly/quarterly business services meetings.	Near West AJC Mandated Partners	Less duplication of efforts; better attendance of employers and jobseekers at hiring events/job fairs.	1/2021	Permission from Directors/Managers for Business Service Staff to attend meetings.
		Integration of Business Service Teams at the AJC		

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

