

Goal Team Action Plan Template

Goal Team: Strategy Team 4.2b – Career readiness: Focus on returning adult students (e.g., fast track, continuing education, incumbent workers)

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Expected Outcomes: Increase employment rates, job retention, and job advancement among program completers.

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Identify and secure assessment tool for career readiness (i.e., workplace) skills.	Strategy team	August through December, 2011	\$3,000 (Assessment licensing and administration, per student assessment fees)	PALC, Continuing Education, HCFB, Career Center, area employers	Difficulty in assessing employment outcomes, difficulty in assessing workplace skills.	Standard internal communication modes.	Establishes a means of assessing strategy and pilot effectiveness.
Develop assessment plan for above identified measures.	Strategy team	August through December, 2011	N/A	PALC, Continuing Education, HCFB, Career Center, area employers	Identifying pilot cohort.	Standard internal communication modes.	Provides a plan for assessment.
Establish advisory team of representative employers to assist in identifying focus of workplace skill development and assessment.	Strategy team	August through December, 2011	\$500 (hospitality and meeting expense) general administrative support	Area employers, Community Outreach, HCFB		Mail, phone, email through established contact lists	Develops short list of workplace skills to guide pilot development.
Develop initial strategy pilot for	Strategy team	August through December, 2011	N/A	PALC, Continuing Education, HCFB, Career	Unknown.	Standard internal communication modes.	Develops an initial plan for 2011-2012

Spring/Fall 2012.				Center, area employers			academic year.
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