



# Creating Your Action Plan

The purpose of this tool is to help you draw on what you've learned from other activities in the Tool Kit to create an action plan for strengthening your program's equity and diversity work. The guide is flexible: if you are interested in a focused or short-term change effort, it can be used to help identify and address one or two priority areas or concerns. For programs that wish to undertake a more comprehensive change process, this tool can help in developing a more multifaceted, long-term diversity and equity strategy.

Addressing issues of equity and diversity is complex, and may involve work at multiple levels, including:

- ☑ personal/professional development of staff members;
- ☑ program development and change; and
- ☑ organizational development and change.

We suggest that this tool be used initially by a diversity and equity planning team, with action steps shared with (and, if necessary, modified by) the full program staff. Use the worksheet provided to guide you through the process.

## Part A: Identify Priority Issues

In this section, you will draw on what individuals and your collective staff or planning team learned from other tools in this Tool Kit. Additionally, you will draw on what you learned from any other equity and diversity assessments you have done.

Use the worksheet on page 4 of this tool to list some key priorities or goals you would like to work on. (e.g. attract more African American youth to the program; increase staff diversity; improve academic support to English Language Learners; educate staff and open a conversation about LGBTQ issues; make the curriculum more accessible to young people with disabilities)

Consider the following questions:

- ☞ What are your program's current strengths and assets in relation to diversity and equity?
- ☞ What are some current gaps and weaknesses?
- ☞ What are your biggest and most urgent needs?
- ☞ What are you in a position to accomplish right now?

## Part B: Identify Action Steps

For each of the issues you've chosen, identify one or more action steps that will help advance your goals or address your concerns, and record these steps in the second column of the worksheet. Action steps can be at the level of personal learning, staff training, program review or change, and/or organizational planning and development. The following questions can help you develop your ideas:

- ☞ Are there topics that individuals or the staff as a whole need information or training on?
- ☞ Are there any conversations that need to happen? Who should be in these conversations?
- ☞ Are there any additional materials, activities, curricula, data, or assessment you need in order to move forward with your action plan?
- ☞ Do any of your materials need to be reviewed or changed?
- ☞ Is there something new you want to add or develop?
- ☞ Are there partnerships you'd like to form?
- ☞ Are there aspects of your organizational culture that need to be discussed or changed?
- ☞ Do you need to find resources for any of the above?

## Part C: Create A Timeline

Given how busy programs are on a daily basis, it can be hard to sustain and follow through with even the most basic and enthusiastically developed plans. Therefore, we strongly suggest that you build a timeline on the worksheet for taking the action steps you've identified. Our work with a variety of programs and organizations also suggests the importance of having a specific individual or team responsible for each action step to ensure that the step is completed according to your timeline.

# Worksheet: Creating Your Action Plan

priority issues	action strategies	timeline	who's responsible?
<p>Example: Update children's reading library to include wider multicultural selection</p>	<ul style="list-style-type: none"> <li>-Review current library's identify strengths and gaps</li> <li>-Hold staff discussion to determine priority needs.</li> <li>-Research books that are available</li> <li>-Determine budget</li> <li>-Purchase books</li> </ul>	<ul style="list-style-type: none"> <li>-June 6th - 10th</li> <li>-July 10th</li> <li>-months of June and July</li> <li>-August</li> <li>-August and September</li> </ul>	<ul style="list-style-type: none"> <li>-Samantha</li> <li>-Miguel</li> <li>-Iran</li> <li>-Miguel</li> <li>-LaTonya</li> </ul>