



Strategic Planning Table

Contributing Factor: Lack of Staff Training
 (Challenge): Follow-up Tracking

Priority	Strategies	Action Steps	Owner	Supporters	State Supporter	Time Frame		
1	Communicate training needs to Administration and Trainer (Kellie)	a) <u>Email Chris training needs</u> _____ _____ b) <u>Chris forward to Kellie</u> _____ _____	Career Advisors Chris	Chris		By 10/15 By 10/31	Will have training needs met.	Nothing will change.
	Take responsibility to learn W@W system and how to input follow-up information	a) <u>Career Advisors will begin or continue to enter all follow-up in W@W by required dates.</u> _____ _____	Career Advisors	Chris ES Supervisors		Beginning immediately	Will be caught up	Will continue to fall behind on follow-up services
	Continue to request ongoing training as W@W and policies change.	a) <u>Don't complain about what you don't know, ask for training.</u> _____ _____	All Staff	Program Mgr.	Kellie		Outcomes will improve	
		a) _____ b) _____ c) _____						

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