

A photograph of students in a classroom setting. They are gathered around a table, using tablets and mathematical manipulatives. One student in the foreground is smiling and wearing glasses. The table is covered with various educational materials, including trays of colorful blocks and cards. The text 'Grow Your Own (GYO) Summer Institute E&T Action Planning' is overlaid on the bottom left of the image.

**Grow Your Own (GYO)
Summer Institute
E&T Action Planning**

Time	Item
5 min	What is an action plan?
10 min	Action Planning Template walk-through
10 min	Model action planning
1 hour 10 min	Action planning breakout

What is an action plan?

- An action plan is a document that lays out the tasks you need to complete to accomplish your goal.

Reflection Questions

- What is the purpose of creating an action plan?
- What is the value of having a clear action plan?

- Outlines and coordinates necessary steps to achieve goals
- Is dynamic
- Engages all team members
- Establishes clear roles, responsibilities, and timelines



- Create a clear action plan for successful implementation of Education & Training programming in Year 1 based on grant requirements

- Template for Year 1 (2022-2023) and Year 2 (2023-2024)
- Directions on page 1

Grow Your Own Education & Training Action Planning

Directions:

1. In Sections 1-4, start with green areas of **Required Actions** (#7 will address **Actions to Consider**)
 - a. **Required Actions:** Actions that must be taken per grant requirements. Refer to the GYO E&T Grant Requirements Document as needed.
 - b. **Actions to Consider:** Actions that are not required by the grant, but may need to be considered for quality implementation
2. Skim through the **Suggested Timeline** column for when to take these actions. Note that some actions specific to Year 1 have already passed on the timeline and have been grayed out. You may wish to start planning the timeline of similar actions for Year 2.
3. Determine an **Actual Timeline** that is feasible for your team, considering the district/campus calendar and turnaround times for completing certain actions. Try to be specific when possible (e.g., writing the specific month or dates if it can happen within that timeframe).
4. Identify **Owner(s)** for each action. Ensure that the owner(s) would be the appropriate person(s) to take on the action (i.e., has the necessary knowledge, skills, and capacity).
5. As you go through this process, you may capture any additional notes or actions in the **Additional Notes** box under each Section.
6. In Section 5, answer the prompts to coordinate how the action plan will be monitored
 - a. Include descriptors that will be used in the **Progress** column (e.g., Complete, On Track, Off Track, etc.) and what level of detail will be used to update the status of that action
7. In Sections 1-4, fill out green areas of **Actions to Consider** that your team can commit to taking
8. In Section 6, answer the prompts to identify immediate next steps.

Action Planning Template

1	Section 1: Market and recruit students for Education & Training courses				
2	Required Actions	Suggested Timeline	Actual Timeline	Owner(s)	Progress
	Upon request, submit each high school's plan for marketing and student recruitment to TEA	Upon request	Upon request		
3	Actions to Consider				
	Identify and plan E&T recruitment strategies for middle school students (e.g., school visits, future teachers club, E&T ambassador outreach, Practicum course shadowing)				
	Develop a calendar of school-based student recruitment events throughout the year to grow Education & Training (E&T) course enrollment for the following school year				
4	Section 1 Additional Notes:				

1. Section number and name
2. Required Actions
3. Actions to Consider
4. Additional Notes

Section 1: Market and recruit students for Education & Training courses

Required Actions	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Upon request, submit each high school's plan for marketing and student recruitment to TEA	Upon request	Upon request		
Actions to Consider	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Identify and plan E&T recruitment strategies for middle school students (e.g., school visits, future teachers club, E&T ambassador outreach, Practicum course shadowing)	Passed			
Develop a calendar of school-based student recruitment events throughout the year to grow Education & Training (E&T) course enrollment for the following school year	Passed			

- In Sections 1-4, start with green areas of **Required Actions**
 - Determine an **Actual Timeline** based on **Suggested Timeline**
 - Identify **Owner(s)**
 - Capture **Additional Notes**

Section 5: Monitor action plan

Prompts	Plan
Who will manage the team's action plan?	
How will individual owners monitor and share progress on their items? How often?	
Who should meet to discuss action plan implementation? When?	
Who will schedule action plan implementation meetings?	

Section 5 Additional Notes:

- As mentioned, an action plan is **dynamic**
- In Section 5, answer prompts to coordinate how the action plan will be monitored

Actions to Consider

Section 1: Market and recruit students for Education & Training courses

Required Actions	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Upon request, submit each high school's plan for marketing and student recruitment to TEA	Upon request	Upon request		
Actions to Consider	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Identify and plan E&T recruitment strategies for middle school students (e.g., school visits, future teachers club, E&T ambassador outreach, Practicum course shadowing)	Passed			
Develop a calendar of school-based student recruitment events throughout the year to grow Education & Training (E&T) course enrollment for the following school year	Passed			

- Go back to Sections 1-4 and fill out green areas of **Actions to Consider**
 - Determine an **Actual Timeline** based on **Suggested Timeline**
 - Identify **Owner(s)**
 - Capture **Additional Notes**
- In Section 6, answer prompts to identify immediate next steps
- Refer to the **GYO Grant E&T Requirements Document** as needed

Example Row 1

Required Actions	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Reach out to Texas Association of Future Educators (TAFE) or Family, Career and Community Leaders of America (FCCLA) to set up or confirm partnership	Summer 2022	August 2022	CTE Coordinator	Off Track – emailed TAFE contact but haven’t heard back as of 9/1

- Fill out green areas for all **Required Actions**
- **Actual Timeline** – be specific when possible
- **Owner(s)** - appropriate person(s) with knowledge, skills, and capacity
- **Progress** – update as part of monitoring the action plan (Section 5)

Actions to Consider	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Distribute recruitment communication and materials to appropriate audiences (i.e., students, families, caregivers, community members)	Fall 2022	September 2022	Campus counselor	On Track – student flyers posted, family newsletter will be sent out 9/9

- Fill out green areas for the **Actions to Consider** that your team can commit to for quality implementation
- **Actual Timeline** – be specific when possible
- **Owner(s)** - appropriate person(s) with knowledge, skills, and capacity
- **Progress** – update as part of monitoring the action plan (Section 5)

- Follow directions on page 1
- Collaborate with your team to complete green areas for Year 1 template
- If time permitted, start filling out green areas for Year 2 template

An action plan...

- Outlines and coordinates necessary steps to achieve goals
- Is dynamic
- Engages all team members
- Establishes clear roles, responsibilities, and timelines

Action Planning Breakout

- Coordinate a virtual link for your district team
- Go to your team's virtual link
- Download the Action Planning template
- Share with the team as one file
- Work on completing the template
- **Save and coordinate one central location for your district's action plan**