



CAREER PATHWAYS: SIX KEY ELEMENTS

ACTION PLANNING TOOL

The *Six Key Elements Action Planning Tool* was developed to assist teams in forming and implementing their career pathways initiative at the local and state levels. This tool will help teams with planning the action steps necessary for carrying out activities within the *Six Key Elements Framework*. These elements are: (1) Build Cross-Agency Partnership, (2) Engage Employers and Conduct Gap Analysis, (3) Clarify Roles and Responsibilities, (4) Design Programs, (5) Identify Funding Needs and Sources, and (6) Align Policies and Programs.

Using This Tool

This action planning tool is part of an integrated set of tools designed to help state and local teams determine progress, document success, prioritize activities, and plan for improvements as you develop your state and local career pathways system. Teams should review each of the *Six Key Elements Framework* and conduct the *Six Key Elements Self-Assessment* prior to developing this action plan. Add or remove columns, and/or copy and paste additional tables as needed.

Process Instructions

1. Review activities from the assessment that were determined priorities.
2. List the prioritized activities or indicators in the “Objectives” column.
3. Discuss and list the tactics or actions you will conduct to implement each strategy in the “Tactics/Activities” column.
4. Enter the name or initials of the person or persons (or organization) responsible in the “Lead” column.
5. Enter the “Expected Outcomes” of the actions in the fourth column.
6. Enter the timeline and/or “Due Date” for each activity in the fifth column.
7. As progress is made return to this tool to enter relevant updates and information about progress and any modifications in the “Progress & Adjustments” column.



CAREER PATHWAY ACTION PLAN FOR:

DATE:

KEY ELEMENT:

Priority Objectives <i>What we will do</i>	Tactics/Activities <i>How we will do it</i>	Lead <i>Who is responsible?</i>	Expected Outcomes <i>What is the result?</i>	Due Date	Progress & Adjustments <i>What have we accomplished?</i>



CAREER PATHWAY ACTION PLAN FOR:

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