# T4TLA Action Plan

#### Directions: Work with your T4TLA district team to complete an action plan for each of the strategies you plan to implement as part of your T4TLA work. Each strategy should have its own action plan table. You may add extra tables for additional strategies as needed. The space in each field will expand as you type. Please upload draft action plans to GroupSite at the end of each day of the national meeting, to enable by your full T4TLA team.

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| --- | --- | --- | --- |
| State: | LEA: | Date: | SEA Lead(s): |
| LEA Team Members/Positions: | RC Facilitator(s): |

|  |  |  |  |
| --- | --- | --- | --- |
| Area(s) of Focus: *(check one)* | Identified Challenge*(based on your talent data review during and after national meeting 1)* | How do you know? *(e.g. quantitative and qualitative data, other information sources)* | Why does this challenge(s) exist? *(e.g. 5 whys)* |
| [ ] ATTRACT[ ] SUPPORT[ ] RETAIN |  |  |  |
| **Your Team’s Long-Term Goal(s) for Addressing the Identified T4TLA Challenge:** *Note: This long-term goal should be pulled from your team’s monitoring plan (developed during the monitoring breakout session) and reflect your selected “lagging indicators” for success.* |
| **Connections Between Your T4TLA Goals and Other Strategic Planning in Your District:**  |

### Table . Strategy 1 Action Plan

| Selected T4TLA Talent Management Strategies  | Boldness Benchmarks and Domains for Rapid Improvement | Responsible Person | Action Steps | Timeline/Date | Status | Resources/ Support Needed | Evidence of Progress |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *List the suite of talent management strategies your team will design and implement through T4TLA. Include one strategy per row.* | *Identify the Boldness Benchmark(s) that best align with each strategy. Assess your local education agency’s (LEA’s) current status on that selected benchmark: Low, Medium, or High. Note how your strategy reflects the domains for rapid improvement.* | *Which lead team member is responsible for this strategy?* *What team members will lead implementation of each action step??* | *List the action steps required to implement the selected strategy. Add more action steps to the cell as needed.* | *When will you begin and accomplish each action step? Add more action steps as needed.* | *Identify the status of the action steps for each strategy (not started, in progress & on track, behind schedule, completed). Add more action steps as needed.* | *What resources or support (including internally) will you need to successfully implement this strategy?* | *Note the selected leading indicators from your monitoring plan for each action step, that will help your team understand if they are on track to reach their short- and long-term goals.* |
| *Strategy 1:* | *Boldness Benchmark Alignment:* | *Strategy team lead:* | *Action Step 1:* | *Action Step 1 Timing:* | *Action Step 1 Status:* | *Resources* | *Leading Indicators*  |
|  |
|  |  | *Supporting team member* |  |  |  |  |  |
|  |
| *Supporting team members:* | *Action Step 2:* | *Action Step 2 Timing:* | *Action Step 2 Status:* | *Resources* | *Leading Indicators*  |
|  |  |  |  |  |  |
| *Strategy 1:**(continued)* | *Domain for Improvement Alignment:* | *Supporting team members* | *Action Step 3:* | *Action Step 3 Timing:* | *Action Step 3 Status:* | *Resources* | *Leading Indicators* |
|  |  |  |  |  |  |  |
| *Supporting team members* | *Action Step 4:* | *Action Step 4 Timing:* | *Action Step 4 Status:* | *Resources* | *Leading Indicators*  |
|  |  |  |  |  |  |

### Table . Strategy 2 Action Plan

| Selected T4TLA Talent Management Strategies  | Boldness Benchmarks and Domains for Rapid Improvement | Responsible Person | Action Steps | Timeline/Date | Status | Resources/ Support Needed | Evidence of Progress |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *List the suite of talent management strategies your team will design and implement through T4TLA. Include one strategy per row.* | *Identify the Boldness Benchmark(s) that best align with each strategy. Assess your local education agency’s (LEA’s) current status on that selected benchmark: Low, Medium, or High. Note how your strategy reflects the domains for rapid improvement.* | *Which lead team member is responsible for this strategy?* *What team members will lead implementation of each action step??* | *List the action steps required to implement the selected strategy. Add more action steps to the cell as needed.* | *When will you begin and accomplish each action step? Add more action steps as needed.* | *Identify the status of the action steps for each strategy (not started, in progress, on track, off track, at risk, or achieved/complete). Add more action steps as needed.* | *What resources or support (including internally) will you need to successfully implement this strategy?* | *Note the selected leading indicators from your monitoring plan for each action step, that will help your team understand if they are on track to reach their short- and long-term goals.* |
| *Strategy 2:* | *Boldness Benchmark Alignment:* | *Strategy team lead:* | *Action Step 1:* | *Action Step 1 Timing:* | *Action Step 1 Status:* | *Resources* | *Leading Indicators*  |
|  |
|  |  | *Supporting team member* |  |  |  |  |  |
|  |
| *Supporting team members:* | *Action Step 2:* | *Action Step 2 Timing:* | *Action Step 2 Status:* | *Resources* | *Leading Indicators*  |
|  |  |  |  |  |  |
| *Strategy 2:**(continued)* | *Domain for Improvement Alignment:* | *Supporting team members* | *Action Step 3:* | *Action Step 3 Timing:* | *Action Step 3 Status:* | *Resources* | *Leading Indicators* |
|  |  |  |  |  |  |  |
| *Supporting team members* | *Action Step 4:* | *Action Step 4 Timing:* | *Action Step 4 Status:* | *Resources* | *Leading Indicators*  |
|  |  |  |  |  |  |