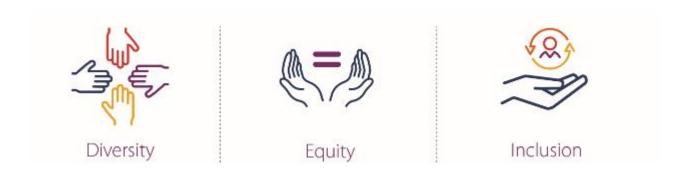


### **DEI Action Plan Template**



Once you have <u>facilitated listening sessions</u>, you can begin reflecting on what you heard and how your PTA can tailor its outreach, initiatives and events to better serve the community. Question any assumptions you may be making and ground your plans in the feedback you received from families. Use this template to walk you through how you can turn your learnings into ideas and your ideas into action. If you have questions about this resource, please reach out to <u>diversity@pta.org</u>.

#### INPUT FROM LISTENING SESSIONS

#### Write 4-5 takeaways from your session:

- **Example:** Parents want to engage, but need more flexibility when it comes to how and when they participate.
- •
- •
- •
- •



## **DEI Action Plan Template**

Complete the chart below identifying at least 3 goals for your PTA (timeline for goals: 3-12 months).

Goal	Potential	Lift/Effort	What finding/feedback from the listening
	Partner(s)	Required	session does it connect back to?
<b>Example:</b> Create PTA initiatives that can be done at home to align with families own schedules.		High Medium Low	<b>Example:</b> Parents want to engage but need more flexibility when it comes to how and when they participate.
		High Medium Low	
		High Medium Low	
		High Medium Low	



# **DEI Action Plan Template**

### **ACTION PLAN**

How will you achieve these goals?

What (Activity/Strategy)	When will it be completed	Who is responsible	Budget needed
<b>Example:</b> Offer PTA activities that can be done at	Example: Live webinar May 15;	<b>Example:</b> PTA Board with help from	<b>Example:</b> \$200-300
home; Host a live version for people who want to	distribute recorded webinar the	the ESL coordinator	
participate with the community and provide the	following week		
recording for others who might want to do the activity			
on their own time.			