



Diversity



Equity



Inclusion

Once you have [facilitated listening sessions](#), 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 diversity@pta.org.

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.
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DEI Action Plan Template

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

Goal	Potential Partner(s)	Lift/Effort Required	What finding/feedback from the listening session does it connect back to?
Example: Create PTA initiatives that can be done at home to align with families own schedules.		High Medium Low	Example: 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	

ACTION PLAN

How will you achieve these goals?

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