

TOOLKIT RESOURCE #3

Diversity Goals Action Plan Template

Are you ready to set goals?

Use the checklist below to check your progress:

	YES	NO
My company has developed a diversity statement.	<input type="checkbox"/>	go to page 3
I have completed a diversity assessment of my company.	<input type="checkbox"/>	go to pg. vii
I have surveyed my employees to find out what they think about diversity.	<input type="checkbox"/>	go to tool kit resource #22
I have met with all managers to go over the Diversity Assessment and the Employee Assessment.	<input type="checkbox"/>	

Once you have completed the checklist, move on to the next page...

SET MEASURABLE GOALS AND OBJECTIVES

What are three ways you can improve or change your company practices to encourage diversity?

MAKE A PLAN	Set Three Goals with Measurable Objectives		
	GOAL #1	GOAL #2	GOAL #3
<p>OBJECTIVE What do you hope to do?</p>			
<p>ACTION What actions will you take to reach this goal?</p>			
<p>RESPONSIBILITY Who will be responsible for reaching this goal?</p>			

MAKE A PLAN	Set Three Goals with Measurable Objectives		
	GOAL #1	GOAL #2	GOAL #3
<p>EVALUATE How will you evaluate your progress? (go to pg. 37)</p>			
<p>INVOLVE EMPLOYEES How will you involve employees in the process? (go to pg. 24 - 31)</p>			
<p>COMMUNICATE How will you let people know what you are doing? (go to pg. 8)</p>			
<p>TIME How long will it take you to reach your goal?</p>			