Leveraging Learner Voice to Strengthen CTE
Action Plan Template

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State	

Developing a Strategy to Elevate Learner Voice in CTE

Drawing on major takeaways and reflections from throughout With Learners, Not for Learners: A Toolkit for Elevating Learner Voice in CTE, state and local leaders can complete this worksheet to develop a CTE learner voice strategy for their state, district or institution by:

- Setting goals
- Mapping assets
- Prioritizing actions
- Putting your plan into action
    - Action 1:
    - Action 2:
    - Action 3:
    - Action 4:
    - Action 5:
- Measuring success

SETTING GOALS

What are your top three to five goals for engaging CTE learners to develop and improve CTE policies and programs? Or what would success look like if you had an effective strategy in place for elevating learner voice in CTE?

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MAPPING ASSETS

What existing capacity, resources, policies, relationships, structures, etc. are already in place that you can leverage or build on to develop or expand a strategy for elevating learner voice in CTE?

PRIORITIZING ACTIONS

Drawing on the worksheets, rubrics and other resources in this toolkit, identify the three to five actions that will drive your strategy for elevating learner voice in CTE and ensure that you accomplish the goals identified previously. Actions can range from single activities (e.g., adding learners to statewide advisory committees) to more extensive policy changes (e.g., updating program approval requirements).

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PUTTING YOUR PLAN INTO ACTION

For each of your identified actions, break down immediate, short-term and long-term steps that need to be taken to accomplish those actions and your overall objectives.

		PROGRESS MONITORING
ACTION 1		Not Started

What steps will your state, district or institution take immediately to advance this action?

ACTION STEPS	NOTES	OWNER	DESIRED OUTCOMES	PROGRESS MONITORING
				Not Started
				Not Started
				Not Started
				Not Started

What steps will your state, district or institution take in the next six months to advance this action?

ACTION STEPS	NOTES	OWNER	DESIRED OUTCOMES	PROGRESS MONITORING
				Not Started
				Not Started
				Not Started

				Not Started
What steps will your state, district or institution take in the next year to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

		PROGRESS MONITORING
ACTION 2		Not Started
What steps will your state, district or institution take immediately to advance this action?		
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

What steps will your state, district or institution take in the next six months to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started
What steps will your state, district or institution take in the next year to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

		PROGRESS MONITORING
ACTION 3		Not Started
What steps will your state, district or institution take immediately to advance this action?		

ACTION STEPS	NOTES	OWNER	DESIRED OUTCOMES	PROGRESS MONITORING
				Not Started
				Not Started
				Not Started
				Not Started
What steps will your state, district or institution take in the next six months to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started
What steps will your state, district or institution take in the next year to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started

				Not Started
				Not Started

		PROGRESS MONITORING
ACTION 4		Not Started

What steps will your state, district or institution take **immediately** to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

What steps will your state, district or institution take **in the next six months** to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started

				Not Started
What steps will your state, district or institution take in the next year to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

		PROGRESS MONITORING
ACTION 5		Not Started
What steps will your state, district or institution take immediately to advance this action?		
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

What steps will your state, district or institution take in the next six months to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started
What steps will your state, district or institution take in the next year to advance this action?				
ACTION STEPS	**NOTES**	**OWNER**	**DESIRED OUTCOMES**	**PROGRESS MONITORING**
				Not Started
				Not Started
				Not Started
				Not Started

MEASURING SUCCESS

Looking back on your goals, how will you measure the success and impact of your CTE learner engagement strategy? These can be reach measures (e.g., how many — and which — learners were engaged), impact measures (e.g., change in policy), satisfaction measures (e.g., satisfaction of learners engaged), or other measures that will best drive your strategy.

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