

# 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.		go to page 3
I have completed a diversity assessment of my company.		go to pg. vii
I have surveyed my employees to find out what they think about diversity.		go to tool kit resource #22
I have met with all managers to go over the Diversity Assessment and the Employee Assessment.		

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><b>OBJECTIVE</b> What do you hope to do?</p>			
<p><b>ACTION</b> What actions will you take to reach this goal?</p>			
<p><b>RESPONSIBILITY</b> 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><b>EVALUATE</b> How will you evaluate your progress? (go to pg. 37)</p>			
<p><b>INVOLVE EMPLOYEES</b> How will you involve employees in the process? (go to pg. 24 - 31)</p>			
<p><b>COMMUNICATE</b> How will you let people know what you are doing? (go to pg. 8)</p>			
<p><b>TIME</b> How long will it take you to reach your goal?</p>			