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**Action Plan Template**

*Utilize the action plan template below to define your action steps.*

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| **SMART Goal** | | | | | | |
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| **Vision Statement** | | | | | | |
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| **Related Data** | | | | | | |
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| **Action Step**  **(Samples of action steps below)** | **Timeframe** | **Primary Person(s) Responsible** | **Individuals Involved** | **Defined Output(s)** | **Defined Outcome(s)** | **Resources Needed** |
| Strategically select and train mentor teachers and place candidates |  |  |  |  |  |  |
| Align coursework so that is matches clinical experiences and district language |  |  |  |  |  |  |
| Develop a regular district/preparation program partner meeting schedule with objectives for meetings (aligned with the vision, goals, and action plan) |  |  |  |  |  |  |
| Facilitate joint observation calibration training (with EPP and district partners) using the online calibration training tool (with a focus on CAP elements) |  |  |  |  |  |  |
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