

Agency/Site_____

Trauma-Informed Action Plan

Please set two to three goals. Create goals that are reasonable considering your time, resources, and what can be accomplished within two to three months. (Remember the Spheres of Influence and Control)

Use the attached forms. Make a copy for each team member.

Goal: (Be specific and descriptive)

Action Steps: (Break each goal down into 2-4 action steps)

How and When Will Peers be Involved? (Are peers involved in planning, implementation, training, etc.)

Completion Date: (When will each action step be accomplished?)

Identify:

Person Responsible: (Who is accountable for completion of task?) **People to be included in task completion:** (Who is doing the "work"?) **Resources:** (Are there costs involved? Space needed?) **Allies necessary to accomplish goal:** (Do you need the cooperation or support from another department or an agency administrator? From a local agency or group of people?)

Whom do you need to inform about intentions?

Names/Roles of Key team members:

Trauma Informed Action Plan – Action Steps Worksheet

Goal#

ActionStep:_____

PersonResponsible:

CompletionDate:

People to beincluded:

AlliesNeeded:

ResourcesNeeded:

Howandwhenarepeersinvolved?

ActionStep:_____

PersonResponsible:

CompletionDate:

People to beincluded:

AlliesNeeded:

ResourcesNeeded:

Howandwhenarepeersinvolved?

