

Workforce Education Action Plan

1. Statement of Purpose

Describe the overall goal of the workforce education initiative.

2. Objectives

- 1. Objective 1
- 2. Objective 2
- 3. Objective 3

3. Key Actions & Timeline

Action Step	Responsible	Timeline	Resources Needed	Indicators of Success
Example: Conduct Skills Assessment	HR Team	Q1	Assessment Tools	Assessment Report Completed

4. Roles & Responsibilities

- Role/Team:
Responsibilities:
- Role/Team:
Responsibilities:

5. Evaluation & Monitoring

Outline how the plan’s progress and effectiveness will be monitored and evaluated.

Signature

Date