**CDP PART 2: GRAPHIC LITERACY Action Plan**

**Section 1: Action Plan**

After completing the ACT Graphic Literacy Assessment, fill out the action plan below.

* **Goal Statement:** 10 points -relevant to the situational analysis and identified outcome and to career readiness.

What would you like to accomplish ***because of this assessment*** of your current ability levels? This can be an opportunity to use a strength to your advantage in your career search or an opportunity to further develop on an area for improvement based on the assessment. **Write 1 sentence that declares your goal in detail. *This goal needs to directly relate to the GRAPHIC LITERACY ASSESSMENT*. Write 1-2 sentence(s) that describe(s) what impact achieving this goal will have on your future career with specific details** (in other words, why you are going to accomplish this goal?). *(Example of a goal statement and impact: I want to improve my health so that I can live a longer, more active life. Achieving this goal will allow me to be more active and able to do the things I love for more of my life, and it will contribute to living a longer life. )*

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| **I would like to improve reading materials including informational, instructional, policies, contracts, and legal documents. This would help improve the acknowledgements of standards and laws that’s needed in my career.** |

* **Measurable Achievement:** 10 points **-** relevant to the goal statement and is easily measured.

**How will you know if you accomplish your goal**? Think of something measurable that you can do to determine how you are progressing. This needs to relate directly to the goal statement above. *(Example: I will know I have improved my health when my average resting heart rate has decreased by at least 5 beats/minute.)*

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| **I will know I have improved of understanding my career obligations and requirements through the progression of my grades.** |

To accomplish a goal, you need to fulfill a series of SMART Goal action steps. These are **specific, measurable actions** you can perform to help you achieve your goal. Consider and plan out the following areas in the table. (50 points - Identifies at least one **Action Step** that is relevant to the goal statement on the previous page and includes logical resources, measurement, timeframe, and impact.)

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| **Action Step(s):**  **What step(s) will you take to improve?** | **Resources Needed:**  **What tools will you need?** | **Performance Assessment:**  **How will you assess and measure your progress to your goal?** | **Timeframe/**  **Dates:** | **Potential Impact:** |
| **Example*:*** *I will engage in aerobic exercise at least 20 minutes per day 3 days per week while also hitting my daily step count goal of at least 10K steps per day*. | **Example*:*** *Running shoes, timer, exercise videos, Fitness tracker* | **Example*:*** *I will monitor my average daily resting heart rate using my fitness tracker. I will graph this information to look for improvements.*  *If I am not seeing improvements in 2 weeks, I will reassess my action steps to add more experience if needed.* | **Example*:*** *Begin October 1, 2018 Assess progress every 2 weeks. Accomplish goal of reduced resting heart rate by 5 beats per minute by January 1, 2019.* | **Example*:*** *By increasing my exercise and improving my health, I could reduce my weight and strength my heart. This will reduce my risks for CAD, HPB, and High cholesterol. I will potentially live longer and have a higher quality of life as I age.* |
| **I will designate a timeframe for completing assignments and demonstrate positivity in all things possible.** | **A positive attitude at work, home, and school despite inferior feelings. Reading and other resources to stay on track with available information.** | **My performance will be monitor through grades, work obligations and any lifestyle improvements.**  **If I am not seeing any improvement within this time. I will have to reassess and enforce a more desirable commitment.** | **Beginning January 15, 2020, I will assess the progress of this semester. Accomplish the goals that’s required and improve in areas of focus by April 15, 2020.** | **By improving my study habits, I would be preparing myself for the next semester requirements of my career. I will reduce the uncertainty of knowledge and attributes that’s needed. I will be potentially be more professional and reliable as a source of information.** |

**Section 2: Articulation & Career Connection: (Section 2 totals 30 points - BE DETAILED IN YOUR RESPONSES!)**

* How can you best **leverage** your assessment results to obtain and maintain employment after graduation?

**Leverage is the** ability to use something to your maximum advantage in order to influence situations or people so that you can better control what happens. (Example: *He leveraged his persuasive skills and knowledge of the conflict to help the team find a solution.* –)

**In other words, how can you use the results of your GRAPHIC LITERACY ASSESSMENT to your advantage to earn a job in your field and stay employed? Your answer should be a short paragraph of 3-5 sentences.**

(15 points - Adequately explains, with logical details and career connections, how to leverage the assessment results)

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| **The leverage that I will use would be persuasion and communication skills. Having the proper knowledge of the duties and problem-solving analytics to make informed decisions. The company, as well as I, can demonstrate trust, supported resources of assistances, and evidence; if theirs a difference in perspectives. In the Human Resources field job security is most important and complicated; it has a lot to do with the psychology of others and their actions. The fundamentals of personal characteristics can be much more in detail, then standard productivity.** |

* Why are the skills assessed by the GRAPHIC LITERACY ASSESSMENT important to career readiness? What workplace skills from this assessment will you need in your future career? Be specific! (15 points - Adequately addresses, with logical details and career connections, the relevancy of the ACT assessments to career readiness.) **Your answer should be a short paragraph of 3-5 sentences.**

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| **I acknowledgement of the policies that were in place and how to improve upon the change of conditions. The enforcement of terminology in the appropriate setting for professionalism and understanding. Informational technology can demonstrate the results of data and graphs, for convenience of reporting evidence. A positive attitude to relate and apply interferences of the accomplish goals.** |