

## Reducing Sexual Harassment at UVA: Day of Discussion

### *What is an Action Plan?*

An action plan is a tool to help you take your ideas and turn them into concrete action. Think of your action plan as a blueprint for change. Action plans are made up of action items that help you achieve your larger goal. Action plans can be for an individual or group (e.g. department or institution). Both are just as valuable as the other because institutional change is dependent on individual change. Your action plan can help you become a leader no matter your position.

Action plans articulate

... **what** action(s) is/are needed?

... **who** will do it?

... **by when** should it occur?

... **how** or with what resources will it happen?

### Reminders about Action Items

**Be specific.** Have a clear and concise view of your action item and outcomes. Articulate the desired knowledge, skill, or behavior that will change. What *exactly* do you plan to do?

**Set a deadline.** Be exact in your goal setting, while acknowledging the need for flexibility. Setting a deadline for an action item and goal is a good way to hold yourself accountable and prioritize your actions. Set a mixture of short-term, medium-term, and long-term action items and goals.

**Have measures of success.** Your action items should be measurable. That is, you should be able to evaluate whether or not you achieved your objective or met your goal. Measures can be quantifiable (% increase, scores,) or qualitative (did I meet goal? Yes/No).

**Be realistic.** Choose action items that can be done, but be sure to create action items that get you out of your comfort zone. Consider items that with some effort and work, are achievable. Create action items to put you in a “stretch zone.”

**Stay on target.** Set action items that will help *you* achieve *your* goals. Design action items that are appropriate for you and your circumstances that will ultimately help you achieve your larger goals. Avoid creating action items that are not relevant to your larger goal.

**Assess your resources.** Consider your personal strengths and resources. What do you bring to the table? Consider larger opportunities available to you. What institutional or cultural resources do you have available to you? Consider how you can take advantage of your resources, position, and experiences.

**Evaluate your barriers.** Be real about your limitations and what could stand in your way. If change was easy, it would have happened by now. Reflect on your own weaknesses and vulnerabilities. What are your areas for improvement? Consider larger forces outside of yourself. What issues do you need to consider? What obstacles do you face? Determine how best to mitigate and overcome your barriers.

**Talk with people.** Share your goals and ideas with other people. Talking with others can help hold you more accountable to your action plan, but most importantly, it can help you generate new action ideas! In addition, sharing your action items with others can help create a team of support for you.

**Consider “IF-THEN.”** How will my action items result in desired change? Consider the use of “IF-THEN” logic statements to help you. Write down, “IF I do \_\_\_\_\_, THEN \_\_\_\_\_ will happen.” This can help you evaluate the logic in your action plan, and identify new mediating steps or resources needed.

Anyone could be struggling with the issues discussed today. If you or someone you know are in distress, please reach out to one of the event’s organizers and they will direct you to appropriate resources available for university students and employees.

## Action Plan Strategizing

This exercise is designed to help you reflect, learn, and commit to taking action to reduce sexual and gender harassment. Please take some time to brainstorm your own action items. Use the breakout sessions to further develop action plans.

### Guiding Questions for a Successful Action Item Plan

What am I going to do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When am I going to do it or how often? \_\_\_\_\_

How will I track my progress? \_\_\_\_\_

\_\_\_\_\_

How will I keep myself accountable? \_\_\_\_\_

Does this action item put me in a “stretch zone”? \_\_\_\_\_ How so? \_\_\_\_\_

\_\_\_\_\_

How will this action item help me achieve my goal? \_\_\_\_\_

\_\_\_\_\_

### Examine your Strengths, Opportunities, Weaknesses, and Obstacles (S.O.W.O.)

	RESOURCES (+)	BARRIERS ( - )
Internal	Strengths ( <i>What do I do well? What experiences prepare me for taking on this action item?</i> )	Weaknesses ( <i>What limitations do I have? What areas do I lack knowledge?</i> )
External	Opportunities ( <i>What resources do I have access to? What cultural events make things easier?</i> )	Obstacles ( <i>What will get in my way? What larger issues make things harder?</i> )

What strategy(ies) will you use to overcome weaknesses/obstacles and enact change?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_