

Addressing Staff Sexual Misconduct with Offenders

ACTION PLANNING

The American University, Washington College of
Law

National Institute of Corrections
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Why Action Planning?

- Means to organize your organization's response
- Allows you to clearly identify your organization's challenges and range of responses
- Provides a platform for you to present your ideas when you return to work
- Sets realistic goals and objectives
- Maximizes your organization's opportunities for success



Addressing Staff Sexual Misconduct with Offenders



Leadership

Law

Policy

Agency Culture

Operational Practices

Management Practice

Offender Programs, Services

Training Knowledge and Skills

Investigative Policy

Media Relations

Stakeholders and Community

Your team's assignment: Prepare an Action Plan

- Use action planning format [on memory stick]
- Be creative
- Be specific; use measurable objectives
- Set priorities
- Designate realistic time lines
- Name person(s) responsible
- Identify the stakeholders
- Acknowledge any fiscal impacts and options to overcome them



Action Planning

Priority	Measurable Objective	Begin/End Date	Person (s) Responsible	Stake Holders	Fiscal Impact/ Options

Measurable Objectives

Avoid:

- Educate executive team

Consider:

- Schedule four 2 hour sessions for all executive team members to review issues and provide preliminary plan of action



Measurable Objectives

Avoid:

- Train employees

Consider:

- Review current curriculum, identify gaps, and revise curriculum . . .



Measurable Objectives

Avoid:

- Involve stakeholders

Consider:

- Develop a list of stakeholders and their interests; prepare information packages; schedule meetings; review outcome of meetings; designate responsibilities . . .



Presentations: Thursday and Friday

- You will have time throughout the week to work on the Action Plan and your team's 20 minute presentation.
- Sign-up sheet will be posted.
- Make the presentation!
- Questions will be asked after your presentation.
- Help is available from the consultants as you develop your plan.
- You are representing your organization.
- There will be follow-up!



Your Team's Presentation:

1. Summarize your week's discussions.
2. Identify **YOUR** organization's major challenge(s).
3. Describe the biggest "AH HA" for your team as you considered all the issues discussed during this week.
 1. Present your Action Plan.
4. Be ready for questions!

