Cornell Municipal Clerks Institute  
Learning Action Plan  
2015-2016  
Outcomes Reflection Worksheet  
Due May 31, 2016

FOR REFERENCE ONLY – TO BE COMPLETED ONLINE at:

https://cornell.qualtrics.com/SE/?SID=SV_8C7NJL8mjqcoWot

Name: ________________________________

CMCI Level in 2016:  2nd Year  3rd Year  Masters

Please use the form below to briefly identify and, where appropriate, reflect on the outcomes of your 2015-2016 Learning Action Plan implementation.

1. For Goal 1, you were required to identify one or more tools (e.g.: book, website, other publication, contact person or other resource) that you’ve found useful in your work as a Clerk and that you think your CMCI colleagues would benefit from knowing about as well. List the tool(s) below and explain how they’ve been helpful:

2. For Goal 2, you were required to experience a facet of your community that you’ve never experienced before (e.g.: participate in a community event/activity that you would not normally participate in).

Describe the community event/activity that you participated in and explain how, if at all, it has influenced you professionally, as a Clerk.

3. For Goal 3, you were required to choose a goal identified in your CMCI 2015 LAP Tracking Form, and identify & pursue action steps designed to help you achieve it.

Describe the first goal you chose, explain what you’ve done to achieve this goal, and how doing so has impacted you, professionally, in your work as a Clerk, or personally. If you did not complete your first goal, please explain why you did not do so and describe any alternative goal you worked on instead and its impacts on you.

4. For Goal 4, you were required to choose a second goal identified in your CMCI 2015 LAP Tracking Form, and identify & pursue action steps designed to help you achieve it.

Describe the second goal you chose, explain what you’ve done to achieve this goal, and how doing so has impacted you, professionally, in your work as a Clerk, or personally. If you did not complete your second goal, please explain why you did not do so and describe any alternative goal you worked on instead and its impacts on you.