Learning Action Plan

Guide

Cornell Municipal Clerks Institute
2015-2016
CMCI
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**Goal:** To have CMCI participants utilize knowledge, skills, and resources acquired during the Institute for the benefit of the government entity you serve and/or your own professional and personal growth.

The power of useful knowledge lies in our willingness and ability to ensure its productive application. One of the most important measures of the Institute’s success is your application of the knowledge, skills, and resources you gain through this experience. This transfer is the *return on investment* of time, money, and energy for you and the government entity you serve.

To further promote learning and application of learning each CMCI participant will develop a learning action plan. The **Learning Action Plan (LAP)** is designed to help you: identify key information, ideas, concepts and practices to promote more effective operations and relationships in your workplace. It consists of three parts: a *LAP Daily Journal*, a *LAP Tracking Form*, and a *LAP Outcomes Reflection Worksheet*.

**The LAP Daily Journal**
You should take time each day, towards the end of each class, to think about what you’ve learned during that class. Our guided *Daily Journal* is organized to help you think about your day one topic or idea at a time. It is structured to help you highlight new information or ideas gained from both the sessions and from interactions with your peers at the Institute. We ask you to consider how what you learn in each session can be applied to your work setting.

Fill out one journal column each day, identifying for each day’s classes (1) things you hope to learn, (2) major concepts, skills, and resources you have learned, (3) the things you’ve learned that you want to apply to your professional or personal life once you leave the Institute, and (4) action steps you will take to apply what you’ve learned once you’ve left the Institute.

The things you learn and want to apply may be from:
- Sessions and instructors
- Fellow participants
- Yourself

These insights can be:
- Professional – for your growth and improvement as a professional;
- Organizational - for your local government;
- Personal – for your growth and improvement as an individual

**The LAP Tracking Form**
The *LAP Tracking Form* is designed to help you implement insights you’ve gained from the Institute when you get back home. On this form, you will identify 4-6 specific goals you want to pursue over the coming year.
Goals 1 and Goal 2 are mandatory, meaning you are required to complete them and track your progress in doing so; and identified for you. **For Goal 1, you will identify books, resources, and other publications that you’ve found useful as a clerk and send them to CaRDI.** We will compile all of the responses we receive and share them in a document we will post on the CMCI website. **For Goal 2, you will participate in an event in the community you work for that allows you to experience a new facet of the community. You will write a brief statement about how that experience might impact, or has impacted, your work as a clerk.**

Goals 3 and 4 are also mandatory but you will choose these goals from the notes recorded in your Daily Journal. On Thursday, the last day of CMCI, you will select 2 key ideas, skills, and/or resources from your Daily Journal that you would like to explore in more detail and apply in your work. You will write these down as Goals 3 and 4 on your **LAP Tracking Form.** (E.g.: Create a new database; give a public talk; create a brochure, etc.).

Goals 5 and 6 are optional. You may select an additional two key concepts or resources from your daily journal or choose other goals you've wanted to pursue but have not yet gotten to for Goals 5 and 6.

**Requirements**

You will be expected to complete columns 2-5 of your **LAP Tracking Form** and turn in the document during an afternoon session on the last day of Institute - Thursday, July 16, 2015. We will copy the form and return it to you before you leave.

Once you are home, we encourage you to share your **LAP Tracking Form** with a co-worker or with your personal supervisor (clerk, village mayor, town supervisor, etc.). This is optional but encouraged as these individuals will likely have insights that can help you to achieve your professional goals and apply them in a way which enhances the municipality that you serve.

Next year, in January, we will ask you to review your progress towards your goals (Column 6 of your LAP Tracking Form) and, if necessary, revise your plan to be sure you achieve your goals in a timely fashion, specifically before the next CMCI in July.

**The LAP Outcomes Reflection Worksheet**

Before next year’s Institute, you will be asked to briefly summarize your progress on the plan you developed this year (Column 7 of the LAP Tracking Form) and reflect on that progress in the **LAP Outcomes Reflection Worksheet.** We will also ask you to come prepared to discuss your **LAP Outcomes Reflection Worksheet** during a session on the first day of next year’s Institute.

**Credit for CMCI LAP Sessions**

1 hour of credit will be given to CMCI participants who attend the “Learning Action Plan” sessions held on Day 1 (Intro) and Day 4 (Wrap up) of the CMCI and complete the “CMCI Learning Action Plan Tracking Form” (columns 2-5 only).

Class attendance alone does not qualify participants for credit; the Learning Action Plan Tracking Form must be completed and the turned in to receive credit for these sessions.
An additional .5 credit hours will be given to returning CMCI participants (those who attended the Institute the year before) who participate in the Day 1 and Day 4 sessions, complete the LAP Tracking Form, and (prior to the current institute) submit a LAP Outcomes Reflection Worksheet documenting the outcomes of their LAP activities completed between the previous and current years’ institutes.

2015 LAP Process Summary

1. **CMCI 2015:**
   Attend the LAP Intro (Monday morning) and Summary (Thursday afternoon) sessions.

   Complete your *Daily Journal* entry each day of the Institute and columns 2-5 of your *LAP Tracking Form*.

   Receive 1 credit hour; CMCI 2015 participants that submitted a completed 2014-2015 LAP Outcomes Reflection Worksheet (by May 31, 2015 deadline) receive an additional .5 credit hours.

2. **August 2015 – April 2016:**
   Implement your learning action plan and use your *LAP Tracking Form* to track your progress.

3. **May 1 - May 31, 2016:**
   Complete and submit your *LAP Reflection Worksheet*. A hard copy is included in your CMCI folder but you should complete and submit the LAP Reflection Worksheet online and accessible via the CMCI website at: http://cardi.cals.cornell.edu/training/cmci/learning-action-plans.

4. **CMCI 2016:**
   2015 CMCI participants must submit a completed *LAP Reflection Worksheet* to be eligible for full 1.5 LAP credit hours in 2016; if a completed 2015-2016 LAP Reflection Worksheet is not submitted (by May 31, 2016) deadline, participant receives only 1 credit hour for LAP sessions in 2016.