1. Our goal with the Learning Action Plan and Outcomes Reflection Worksheet is to help you to maximize the value of your CMCI experience. Be clear that it is not intended as a meaningless exercise but something we take seriously as an important part of your CMCI experience. Your Outcomes Reflection Worksheet responses suggest that the LAP assignment is in fact valuable. These responses indicate that you’ve made changes in your office and developed resources for your community that have benefitted those you work with and serve. Your responses also suggest that you’ve delighted in participating in a community event you’ve never been a part of because these events helped you see your community and its residents in new and very positive ways. The following is a statement from a clerk about the LAP experience: “Thank you for encouraging us to expand our horizons and move out of our comfort zone.”

2. We pursue our goal of maximizing your CMCI experience through the LAP and LAP Outcomes Reflection Worksheet by: (1) asking you to try and reflect on new experiences designed to help you better understand the communities you serve; and (2) requiring you to identify things learned during the Institute that you want to apply in role as a clerk and (3) providing you with a tool for tracking and reflecting on your progress, to help ensure that you do in fact move towards your goals or are thoughtful about why you are not doing so.

3. As such, your responses to #2, #3, and #4 of the LAP Outcomes Reflection Worksheet should include not only what you did or didn’t do but how, if at all, what you did (or didn’t do) has impacted you as a clerk.

4. We realize that goals sometimes change due to unforeseen circumstances (e.g.: rearranging a desktop was replaced by the goal of getting backup after a PC crashed). If you’ve changed your goal, be sure to state this and explain why in your “Outcomes Reflection Worksheet.” In addition, be thoughtful about why the new goal took precedence over your old goal and how your work towards your new goal has impacted you professionally.

Example: “My goal was to have a smoother budget process. That didn’t happen!! I tried really hard on my end...I got the process started earlier, had a better understanding on how to run my software, and I was a lot more organized. However, we had a new [official]…shake things up and change the process in which we usually do budget workshops, etc. So although the budget was passed on time, I feel like we went in circles to get there!”

5. If, in answering these questions, you wish to share examples of any resources you developed as part of completing your goals (e.g.: a new policy; a brochure; a guide; or a data management form, etc.), we encourage you to do so. With your permission we will share the resource via email with other CMCI participants (current and past) so that they can, with credit to you, use or adapt the resource for the benefit of other communities.

If you have any questions regarding our expectations for the LAP assignment, please contact Linda Warner via email at: llw2@cornell.edu.