

Trauma and Adverse Childhood Experiences (TrACE)-Informed Organisation Toolkit

Action Plan

A strong action plan will:

- Meet the overarching, strategic commitment, and defined strategic goals of the organisation of being TrACE-informed.
- Incorporate short-, medium- and long-term goals agreed by the working group/steering group that has been set up at the first step of the process.
- Focus on the activities that will support the organisation to deliver against the agreed goals to become a TrACE-informed organisation.
- Be regularly reviewed by the internal steering group.

The below template is an example of high-level action plan which considers the overarching commitments and is a good place to start with this process. Some people may prefer to have a more detailed action plan which breaks down the detail of activity involved with each domain, but this is personal preference and the approach to this stage is personal to the style of working.

Organisation name:

Completed by:

Date:

Domain	Action	Responsibility	Timescale for Completion	Resources Required	Outcome	Measurables
Governance, Leadership and Organisational Culture						
Policies and Procedures						
Workforce Training and Support						
Physical Environment						
Service Design and Delivery						
Monitoring and Evaluation						

Having developed the action plan, with engagement and involvement of those who experience the organisation or service (as staff or customers/service users/clients), the next step is about delivering it. There is always the potential for challenges and changes in direction, despite how much preparation has been done, so the plan is monitored and reviewed regularly and may need to be routinely adapted.