



Ambassador Academy

Program Planning for Success!





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Program planning is essential to help you identify the best course of action to achieve your desired goals. This program planning worksheet serves as a guide to ensure your program is both successful and impactful.

1

Program Details:

Here is where you want to outline your program details.

Program Lead:

Program Name:

Program Date(s):

Program Description:

2

Program Objectives:

What is the purpose of this program? Each program should have at least 1 objective but no more than 3 to ensure you have clear and concise goals.

Objective 1:

Objective 2:

Objective 3:

3

Program Outcomes

What does success look like for you? Revisit these goals once your program is complete to understand what worked and what didn't work.

Proposed Outcome

Proposed Goal

Ex. number of employees registered for workshop

25 employees

Note: Be sure to think about how you'll capture this information. Will you be using a registration form/sign-in sheets? Do you plan to send out a satisfaction survey?

4

Program Action Plan

What steps do you need to take to successfully implement this program at your agency and by when do you need to complete them?



Download the program action plan at on.nyc.gov/actionplan to help keep your program on track!

This template also features a tab to help you plan out your communications.