
KTAP

— Designing Your KTAP —

Today's goal

- Take what you have learned this week during Institute and start planning on the how-to-begin writing your KTAP assignment

Today's objectives

- Identify the different types of concepts, skills and other information that was disseminated during Institute
- Put together a plan on how to utilize the information that was learned during Institute

Something to Think About...

- Take a few minutes and write down whatever comes to mind about the obstacles that you may be encountering in your office/workplace/municipality.



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Creating Goals

- Short Term - What are your ultimate goals from participating in this year's Institute? What did you set out to learn or do by the end of Institute?
- Long Term – What are your goals as a Municipal Clerk?

Knowledge Inventory

- Take a minute and reflect on what you have learned so far this week during Institute.

Methods

- What topics can be transferred to your everyday duties?
- How do you plan to make use of the information that you have learned?

Establishing a Timeline

- To achieve your goals, it is important to meet deadlines...especially in the municipal context where deadlines are often tied to public expectations, legal compliance, or election cycles

Establishing a Timeline

- Taking everything that you have written down thus far and break it down into key tasks or milestones using the examples below:

TASK	DESCRIPTION	ASSIGNED INDIVIDUAL	COMPLETION DATE
Collect Records	Gather physical records from the last 5 years	Jane Doe	11/1/2024
Scan Documents	Digitize physical records	John Smith	12/15/2024
Verify Data	Ensure accurate digital records	Team Lead	1/15/2025
Store Securely	Upload and store records in the digital system	IT Department	2/1/2025

Stakeholders & Resources

- Who is currently involved?
- Who needs to be involved going forward?
- What resources do you need to accomplish your goals?



KTAP

— Assessment & Continuous
Improvement —

Today's goal

- Synthesize several ways in which you will apply what you've learned at Institute toward your work as a municipal clerk

Today's objectives

- Identify your knowledge-sharing culture
- Distinguish tools and resources you may leverage for success as a municipal clerk

Assessments

- What is an assessment?
- An assessment is an evaluation tool that assesses specific qualifications and areas related to the job.

Roundtable discussion

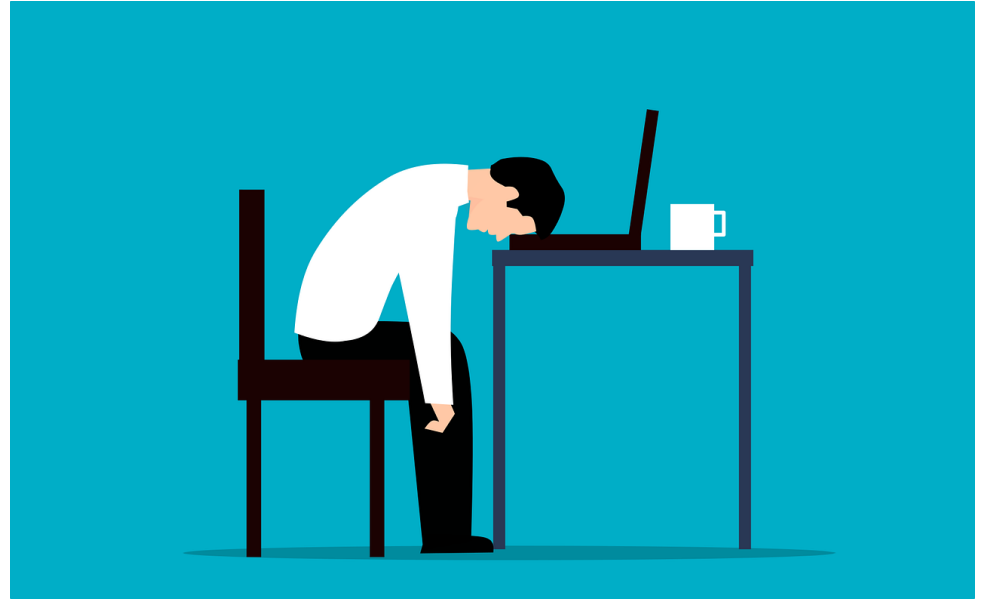
- What are some systems, tools, or strategies you will utilize to achieve your goals?
- What individuals within your office will you rely on to achieve your goals?
- What professional networking have you done this week? Who will you contact as a resource?
- Based upon your experience this week, what advice would you give incoming clerks?



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KTAP assessment

LET'S BEGIN



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