**Steps to Creating Change:**

**Including Women in the Fire Service**

When creating change in consideration of diversity & inclusion within your fire service, consider the following steps:

1. Review your organization’s Vision, Mission and Values Statement.
2. Conduct a SWOT (Strengths / Weakness / Opportunities / Threats) Analysis
	1. Facilitate a Meeting
	2. Create meeting ground rules
	3. Review considerations for change (during facilitated meetings)
	4. Complete the SWOT Analysis Tool
	5. Create Themes
3. Build a Plan with Objectives
	1. Use SMART Goals
		1. Specific
		2. Measurable
		3. Attainable
		4. Realistic
		5. Timeline
4. Implement Plan
	1. Review considerations based on SMART Goals
	2. Outline the Program(s)
	3. Outline the Budget
	4. Outline the Procedures
	5. Outline who is Responsible
	6. Outline the Timing
5. Evaluate Plan
	1. Create a Performance Scorecard
	2. Review Baseline Measurements
6. Continuous Improvement
	1. Review Plan & Programs against Baseline