

AI for CLC Action Planning

Goal

This resource supports CLC leaders in using AI to refine and strengthen S.M.A.R.T. objectives and monitor progress. It introduces two accessible tools that can assist with goal-setting, suggest ideas for strategies, and support tracking and communication - while leaving decision-making and planning firmly in the hands of CLC leaders. It also includes an overview of potential partners and funding sources.

Artificial Intelligence in Education

- [MEQ Reference documents and tools related to artificial intelligence](#) (available in French only)
- Learn more about AI in education through resources on the [Digital Competency in Action](#) website

Featured Tools

- Copilot (Microsoft 365) is an AI assistant built into Microsoft tools (Word, Excel, PowerPoint, Outlook) that can draft, summarize, and analyze content. For example, it can generate a report for the Governing Board if you upload the Online Journal after removing all personal information.
- Canva is an accessible design tool (free and paid features) that supports the creation of communication and planning materials, including newsletters, social media content, event materials, presentations, infographics, reports, and workshop resources.

AI tools must be used in accordance with each user's school board policies. Do not enter personal, student, or sensitive information unless authorized.



Needs Assessments

Once you have collected and reviewed relevant data, you can use [Copilot](#) to validate your understanding of key trends and implications.

Example prompt:

Based on uploaded school and community data, what are the top 3 priority needs and emerging trends? Highlight any gaps or contradictions.

Area of Focus Section

Draft S.M.A.R.T. objectives and identify tracking mechanisms that are realistic and grounded in your context. You can then use [Copilot](#) to refine your work and add detail, while ensuring the thinking remains your own.

Example prompt:

Refine this S.M.A.R.T. objective to make it more specific and measurable, while keeping the original intent.

Generate Feedback Tools

You can use [Copilot](#) to generate feedback questions or synthesize responses aligned with your activity goals, helping you gather more targeted and useful data.

Example prompt:

The goal of this activity was to [insert goal]. Generate 5-6 feedback questions to assess participant engagement, outcomes, and overall experience.



A gentle reminder: Writing is part of thinking. Use AI to support your process - but not to replace it. If the tool is doing all the writing, it's probably doing too much of the thinking too.

Using Canva to Communicate Your Work

If permitted by your school board, [Canva](#) can help you translate your action plan into clear, engaging communication materials that make your work easier to understand and act on. Rather than simply saving time, it supports you in making complex plans visible and accessible to partners, schools, and the broader community. A basic version of Canva is available at no cost.

You can create summaries, infographics, newsletters, presentations, and promotional materials that highlight key priorities and progress. Canva offers a wide range of ready-made templates, along with branding kits (where available), to ensure consistency with your board or organization's visual identity. Canva's AI features can also support content development. For example, you can upload sections of your action plan (ensuring all personal or sensitive information is removed) and use tools like Magic Write or design assistants to generate draft summaries, key messages, or visual layouts. These should be reviewed and refined to ensure accuracy and alignment with your context.

Used thoughtfully, Canva helps you move from planning to communication - making your work more visible, understandable, and impactful.

Additional resources

- [S.M.A.R.T. Objectives & Indicators \(examples\)](#)
- [List of Possible Funding Sources](#)
- [Community Organizations Resource Guide](#)

Develop your CLC Action Plan in the [Online Journal](#) - an online workspace that saves your work and keeps everything in one place.