

ACTIVITY: ACTION PLANNING

Objective

To help stakeholder groups set targets, create action plans, and identify time frames for reaching goals

Materials Needed

“Goal Planning” worksheet, page 90

Pens

Tape

Time Required

80 minutes

WHAT	TIME	HOW	MATERIAL
Step 1 Introduc- tion	5 min.	Introduce the concept of beginning “next steps” by participating in a group planning activity.	
Step 2 Start actions plans	45 min.	<ul style="list-style-type: none"> ★ Divide participants into small groups. ★ Ask participants to select practices within the organization that they wish to modify. Each group can decide which practice to focus on for the purpose of this activity. ★ Next, groups can set “targets,” or goals, for the activity selected. Using the “Goal Planning” worksheet, have each group complete its planning process by deciding on the next steps, commitments, time frame, lead person for each activity, and so on. 	“Goal Planning” worksheet Pens
Step 3 Review findings	15 min.	Have each group post its plan on the wall; ask participants to circulate and look at all the plans that were developed.	Tape
Step 4 Reflection and discussion	15 min.	Process the activity, asking questions: <ul style="list-style-type: none"> ★ What practices were selected to be modified? ★ What targets were set? Are they realistic? ★ Will the plans, timelines, etc., be sufficient to meet the goals? ★ Which part of the planning worksheet was the hardest to complete? Easiest? Why? ★ How can you start to put these plans into effect? 	

WORKSHEET: GOAL PLANNING

GOALS/TARGETS	Next Steps/Plans/Commitments	Time Frame	Lead Person
1.	1. _____ 2. _____ 3. _____ 4. _____		
2.	1. _____ 2. _____ 3. _____ 4. _____		
3.	1. _____ 2. _____ 3. _____ 4. _____		
4.	1. _____ 2. _____ 3. _____ 4. _____		
5.	1. _____ 2. _____ 3. _____ 4. _____		