Action Planning

**Objectives:**

* To regroup and prioritize action points.
* To develop departmental / team action plans, with specific time frames and people responsible.

**Materials:**

* Sets of sticky colored dots of 3 different colors, at least 100 of each.
* List of all action points, under headings for each session.

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| **Time** | **Method** | **Content** |
| 5 mins  10-15 mins  5 mins  10 mins  **15 mn**  5 mn  5 mn  40 mins  15-20 mins | Plenary – task instructions  Individual task  Plenary – task instructions  Individual task  Plenary  Plenary – group work instructions  Group work  Plenary | Individual task instructions:  The facilitator points to the **list of tasks** (on the wall from Session 3B) and asks: “What are we good at?” “What are we not doing adequately?”  The facilitator explains: Each participant will receive 5 red and 5 blue dots. With these 10 dots, you will vote on our areas of strength (red dots) and weakness (blue dots). You each have only 10 dots **total** to vote among tasks, strategic decisions and management practices.  The facilitator distributes sticky dots to the participants.  *(Give enough dots to complete the next task too.)*  Participants vote with their dots, on the wall (cards and/or flip-charts)  The facilitator asks. Based on the dots – the areas of strength and weakness you have identified - what do we need to work most on? Let us revisit the list of action points identified throughout the workshop and vote with dots on them too. Blue dots for priority actions points (blue to correspond to our weaknesses). Each participant has 4 blue dots to vote with. *(Adjust based on packaging – but keep number low.)*  *The action points have been written on cards and posted by category (train staff / partners, tools & systems, staffing, etc...)*  Participants make their choice on the action points and then go up an vote with their dots:  **Energiser or Tea Break**  *During break, the facilitators regroup the tasks (those we are less good at) on one board and the action points prioritized on another board, regrouping them by themes. Only tasks or action points that received 3 votes or more are retained.*  Debrief on voting: the facilitator reads out the various areas of weakness identified, then the action points prioritized, organized in relevant categories  The facilitator asks the participants to form teams (based on their department or team within the CP). Based on the action points prioritized, each group will develop their action plan for the coming year, stating **what** needs to be done, **who** will do it, **how**, and by **when**.  Group work  Each team presents their action plan. Questions of clarification. |