

INTRODUCTION

WORKSHOP 6 GET READY TO IMPLEMENT

CONTENTS	OBJECTIVES:
Pre Workshop Planning: Overview	1. Identify alternative ways to accomplish prioritized outcomes and goals
Background Information	2. Identify strategies/activities and specific action steps to implement prioritized outcomes and goals
Workshop Presentation: Proposed Workshop Guide	3. Develop timelines for the action plan components
Pre Workshop Planning: Workshop Preparation Workbook Sample Agenda	4. Implement!!
Handouts	

MATERIALS AND SUPPLIES FOR THIS WORKSHOP:

MATERIALS:

- ▶ Sign in sheet
- ▶ Sample Agenda
- ▶ Calender
- ▶ Handout 1: ALL AT ONCE. READY?
- ▶ Handout 2: ALL 5 COMPONENTS IN USE
- ▶ Handout 3: FOUR STEPS TO REACH THE OUTCOME
- ▶ Handout 4: TIMELINE CALENDER
- ▶ Handout 5: SPECIFIC ACTION STEPS LOG SHEET
- ▶ Workshop 5 Compiled Results
- ▶ List of prioritized outcomes and goals
- ▶ List of identified assets

SUPPLIES:

- ▶ Easel pad
- ▶ Easel pad stand
- ▶ Markers
- ▶ Pens/Pencils
- ▶ Snacks/Drinks
- ▶ Writing Pad
- ▶ Tape

OVERVIEW:

Now that the action plan priorities are set, alternatives for prioritized goals and objectives will be brainstormed. Then strategies, specific actions and timelines will be discussed. Finally, timelines will be discussed and created to implement the action plan components.

- ◆ Great!! You have prioritized the outcomes. Now before you move on to break down the objectives into smaller components, think of alternative plans to reach the outcomes and goals. Alternative plans are important because they offer different options to implement action plan components.
- ◆ The next two components of the action plan are strategies or activities and specific action steps. By brainstorming possibilities for these two components, tasks will seem less vague and more specific. This breakdown will allow you to visualize small steps which will lead you closer and closer to the ultimate desired result, the **OUTCOME!!**
- ◆ Next, the idea and importance of setting timelines for the identified action plan components will be discussed. The group will brainstorm a tentative 2 year timeline including **LONG-TERM** and **SHORT-TERM** timelines using the prioritized outcomes and goals.

6.1 ALTERNATIVE PLANS

Before you start to break down the objectives of the prioritized outcomes and goals, think about alternative ways to reach the outcomes and goals.

a. WHY ARE ALTERNATIVE PLANS IMPORTANT?

- You may run into obstacles and need a back up plan
- It is better to have more than one option to present to decision makers, so that they will see all the different possibilities in how they can assist you
- The more choices you have in going about to accomplish a task, the more chances you have of finding a person or an organization that will be able to get involved in your project

b. EXAMPLE OF CREATING ALTERNATIVE PLANS:

- **GOAL:** Increase recreational opportunities for youth in the community

Some possible alternative objectives to reach this goal:

- Apply for government funds to increase programs at community centers
- Work with the schools to use their facilities for after-hours programs
- Encourage private businesses to open more pools, bowling alleys, and other recreational activities

Which of the above alternative objectives best represents our asset-based approach of linking resources?

WHAT ARE SOME WAYS TO COME UP WITH ALTERNATIVE IDEAS?

- Brainstorming
- Group Discussion

6.2 IDENTIFYING STRATEGIES

Strategies are...

- Specific methods or activities that need to be accomplished to assist in the completion of objectives

OUTCOME	⌘ In -- months, find out the concerns of at least --% of the residents in neighborhood X
GOAL	⌘ Increase the capacity of people to participate in neighborhood planning
OBJECTIVE	⌘ Develop training modules in the basic principles of community planning
STRATEGY/ ACTIVITY	<ul style="list-style-type: none"> ⌘ Learn about community planning ⌘ Research the basic principles of community planning ⌘ Train people in the basics of planning ⌘ Hold six training sessions

6.3 IDENTIFYING SPECIFIC ACTIONS

What do we mean by specific actions?

- Specific actions are the actual steps to be taken to get the ball rolling. This is the most specific part of the plan. It breaks down the strategies even further down.

Using the example in Section 6.2, in the table below you will see possible specific actions that can be taken to implement the strategy.

Specific Action	<p>I will research community planning by:</p> <ul style="list-style-type: none"> ⌘ Going to the library and finding books on the subject ⌘ Exploring the internet ⌘ Contacting the American Planners Association ⌘ Contacting others who have similar goals as my group (Other community groups, American civic league, etc.)
------------------------	---

6.4 SETTING TIMELINES

- Before you start to implement the action plan, **SET TIMELINES!!**

A. Timelines for Short-Term outcomes

- ⌘ First look at the overall picture and determine the estimated time needed to complete your outcome.
- ⌘ If the outcome can be achieved in less than two years, then you can make timelines for all components which would eventually lead to the desired outcome.

B. Timelines for Long-Term outcomes

- ⌘ If the estimated time to accomplish the outcome is more than two years, then set a short-term outcome.
- ⌘ It is easier to set timelines for shorter-termed outcomes.
- ⌘ But still keep in mind the time by when you would like to reach the long-term outcome.

C. Are you overwhelmed? Here is what you should do...

- ⌘ Start backwards and give timelines to your specific actions, then strategies, then objectives... This might help you speed up your planning and make the process less overwhelming for you.
- ⌘ While you are making up your timeline, think of resources you can use, including people and specific things that you would need. Remember that the more tasks you include in your action plan and the more specific you get while identifying your specific actions, the easier it will be for you to come up with a timeline to tackle your tasks.

D. Are you clueless?

- ⌘ If you are clueless about how long it will take you to reach your outcome, then it sounds like you need to do some RESEARCH. Here are some suggestions:
 - ⌘ Find out if any of the local neighborhoods have decided to accomplish the same outcome that you are interested in accomplishing and set up a meeting with the appropriate person from the group to share ideas with
 - ⌘ Research (Internet, library, resource centers)
 - ⌘ Identify institutions and or organizations that are involved in your area of interest

6.4 GET STARTED!!

- Now that you have your plan complete (components, priorities, alternatives, timelines), all that is left is for you to implement your plan. Some of the plan components might be able to be accomplished with efforts of your group members without lots of monetary assistance. You have the steps needed to accomplish your goal. You have set roles and timelines. What are you waiting for?

GET STARTED AND GOOD LUCK!!

BACKGROUND INFORMATION

WORKSHOP 6 GET READY TO IMPLEMENT

-
- Some of the components might need assistance and approval of outside parties (City/County/Board of Supervisors/Housing Services, etc.) and might require financial assistance.
 - Contact the identified key people and or key organizations which will be able to assist you in implementing your plan.
 - Make an appointment to meet with key people and present your action plan to them. This is a great way to start networking. The key resource you turn to might refer you to other routes of assistance.

**WORKSHOP
PRESENTATION**

**WORKSHOP 6
GET READY TO
IMPLEMENT**

PROPOSED WORKSHOP GUIDE

Time	Activity	Presentation	Materials Needed
2 MIN	Agenda	Introduce the Agenda Ask the participants if they want to make any changes or additions	* Agenda
5 MIN	Objectives	Present the objectives of the workshop	* Objectives written on easel pad
5 MIN	Review	Distribute compiled results from Workshop 5 Ask if there are any changes or additions	* Compiled results from Workshop 5
10 MIN	Report on tasks	Ask the participants to report on their assigned tasks Ask the participants to report on the results of the participatory goal setting process: any newly identified outcomes, goals, objectives, the chosen priorities Review the chosen outcome priorities Add any new action plan components to the action plan Record the new information collected	* Easel pad * Markers * List of prioritized outcomes and goals
15 MIN	Present	Present Alternative Plans (See Background Information 6.1) Ask the participants to separate into groups and brainstorm alternative methods for the different components of the outcomes plan Record any new information that is brought up	* Easel pad * Markers * List of prioritized outcomes and goals
5 MIN	Present	Present Strategies (See Background Information 6.2) Remind participants to keep their asset list in mind when coming up with the list of strategies	

WORKSHOP PRESENTATION

WORKSHOP 6 GET READY TO IMPLEMENT

PROPOSED WORKSHOP GUIDE CONT.

Time	Activity	Presentation	Materials Needed
5 MIN	Present	Present Specific Actions (See Background Information 6.3) Remind the participants to keep their asset list in mind when coming up with the list of specific actions	
5 MIN	Exercise	Distribute and explain Handouts 1 and 2	<ul style="list-style-type: none"> * Handout 1 * Handout 2
10 MIN	Break		<ul style="list-style-type: none"> * Snacks/ Drinks
20 MIN	Exercise	Ask the participants to get in groups and brainstorm strategies for each identified priority outcome Ask each group representative to come to the front of the room one by one and write the strategies they came up with on the easel pad.	<ul style="list-style-type: none"> * Easel Pad * List of chosen priority outcomes * List of identified assets
20 MIN	Exercise	Ask the participants to stay in the same groups and brainstorm specific actions for the chosen priority outcomes Ask a different representative from each group to come to the front of the room one by one and write the specific actions they came up with on the easel pad on the front. (The following groups should not write down duplications)	<ul style="list-style-type: none"> * Easel pad * List of prioritized outcomes and goals * List of identified assets
20 MIN	Present	Present idea and importance of timelines Brainstorm a 2 year timeline using the prioritized outcomes and goals	<ul style="list-style-type: none"> * List of prioritized outcomes and

WORKSHOP PRESENTATION

WORKSHOP 6 GET READY TO IMPLEMENT

PROPOSED WORKSHOP GUIDE CONT.

Time	Activity	Presentation	Materials Needed
10 MIN	Assign Tasks	<p>Tasks for the week</p> <ul style="list-style-type: none"> ⌘ Think of any other alternatives ⌘ Think of any other strategies and or specific actions ⌘ Assuming the teams to tackle each outcome have been determined, each team is responsible to get together and brainstorm any alternatives for goals, objectives, strategies and specific actions ⌘ Each team should also get together and come up with timelines for the tasks they came up with to reach the priority outcome <p>Record who is doing what task</p>	<ul style="list-style-type: none"> * Easel Pad * Markers * Handout 4
5 MIN	Wrap up	<p>Review objectives of Workshop 6</p> <p>Overview of Workshop 7</p> <p>Answer questions</p>	

WORKSHOP PREPARATION WORKBOOK

Research

- * How have other groups addressed issues similar to your issues of concern?

- * What alternatives exist to the methods the workshop participants want to use?

- * How can you encourage brainstorming strategies/activities and specific actions for the prioritized outcomes?

- * How can you encourage brainstorming alternatives methods?

**PRE WORKSHOP
PLANNING**

**WORKSHOP 6
GET READY TO
IMPLEMENT**

SAMPLE AGENDA

I.	Overview of the workshop	7 MIN
II.	Review from last time	15 MIN
III.	Alternative plans	15 MIN
IV.	Introduction to strategies and specific actions	15 MIN
V.	Break	10 MIN
VI.	Strategy	20 MIN
VII.	Specific actions	20 MIN
VIII.	Setting timelines	20 MIN
IX.	Assigning tasks	10 MIN
X.	Wrap up	5 MIN

NEXT TIME

Workshop 7-MONITOR, EVALUATE AND UPDATE

ALL AT ONCE. READY?

- **An Outcome statement:**
 - Tells you what you would like to see changed in your community
 - How much change do you want
 - By when do you want the change
 - States the impact of achieving a goal
- **A Goal statement:**
 - Specifies what you want to accomplish to reach the desired outcome
 - The statement should not specify how the goal will get achieved
- **An Objective statement:**
 - States a way of accomplishing the goal
 - It consists of general principles or steps that need to go through in order to achieve the goal
 - It is more specific than a goal but can still be broken down into more specific action steps
- **Strategy/Activity**
 - Specific methods or activities that need to be accomplished to assist in the completion of objectives
- **Specific actions**
 - The actual steps needed to be taken to get the ball rolling
 - This is the most specific part of the plan
 - It breaks down the strategies even further down

ALL 5 COMPONENTS IN USE

	1	2	3
OUTCOME	⌘ Increase number of employed residents by --% by year --	⌘ <i>Increase number of drug free people to --% within -- years</i>	⌘ Have no more homeless people in our neighborhood by the year --
GOAL	⌘ Increase number of employment centers	⌘ <i>Remove drugs and drug dealers from the neighborhood</i>	⌘ Get more homeless people in long term shelters
OBJECTIVE	⌘ Find out what kinds of jobs the residents want	⌘ <i>Encourage community members to report drug activity</i>	⌘ Identify the homeless who live in your community
STRATEGY/ ACTIVITY	⌘ Survey residents to find out what skills they need to obtain	⌘ <i>Research how the neighborhood watch groups in other communities work</i>	⌘ Find other options if the identified homeless do not agree to move to shelters
SPECIFIC ACTION	⌘ Create the survey ⌘ Get a team to hand out the surveys ⌘ Have someone compile results of the survey	⌘ <i>Get data from the police department regarding locations where there is lots of drug activity</i>	⌘ Get questions ready to survey the homeless

Note: Per outcome statement, you can have more than one goal, objective, strategy and or specific action. Also note that the above examples are not complete. More steps are required.

FOUR STEPS TO REACH THE OUTCOME

The outcome is:

* Is this a long-term or a short-term outcome? _____

* If this is a long-term outcome, what is your short-term outcome?

The goal(s) is(are):	The time by when I would like to accomplish the goal(s):

My alternative goals are:

HANDOUT 3 (B)

**WORKSHOP 6
GET READY TO
IMPLEMENT**

The objectives are:	The time by when I would like to accomplish the objectives is:

- * Which objective would you like to pursue first?
- * Would you like to pursue two objectives at once?

My alternative objectives are:

The strategies are:	The strategies need to be done by the date:

My alternative strategies are:

HANDOUT 3 (C)

**WORKSHOP 6
GET READY TO
IMPLEMENT**



THE SPECIFIC ACTIONS ARE:	THE SPECIFIC ACTIONS NEED TO BE DONE BY THE DATE:

My alternative specific actions are:



TIMELINE CALENDER

MONTH _____

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.

**SPECIFIC ACTION STEPS
LOG SHEET**

Strategy/Activity: _____

Specific Action Step	To be done on date/time frame	Role players	Number of volunteers needed	Completion timeline expected	Resources needed