

02 ACTION PLANNING FOR NEXT STEPS



0h 30m



PLENUM

DESCRIPTION

Every capacity building workshop should conclude with a short planning session in which you define what follows from the issues discussed and decided.

This planning can take on a number of formats depending on the nature of the decisions. For small decisions, it may be enough to make an action planning overview. For bigger decisions, you may want to set up a project structure for testing feasibility and implementation.



PREPARATION

All steps of the Path have been completed. Prepare the flip chart to list future actions (possibly hang it in the room from the beginning of the workshop).



MATERIALS

- Markers (several colors)
- Flip Chart



TOOLS

- Worksheet:
Action Plan (02)

ACTION PLAN

STEP 1 IN PAIRS:

Review the workshop outcomes paying attention to decisions and implications that require action (revisiting the discussions and documentation of the day).

[05 MIN]

STEP 2 IN PLENUM:

List all tasks resulting from these decisions on a flip chart **Action Plan (02)** 

Note that it can be helpful to assign one person to be in charge, even when decisions are about restructuring relationships. Each task should be described with both a "what" and a "how" (e.g. what: "compile list of possible funders", how: "research foundation database, compile contact data, funding profile, and application deadlines"). First, collect all tasks in one place. Then, assign people to individual tasks.

STEP 3 If the task list is too long, it makes sense to order the list according to priority.

- Each person places 2-3 dots on the tasks they see as high priorities.
- Each person places 2-3 dots (another color) on those tasks which they personally are willing to invest time and energy into ("passion points").

Count the dots and select the top (5-7) tasks to be decided. Note: the priority dots may not have the same distribution as the passion points. Optimally, select those tasks that have dots for both priorities and passion points.

STEP 4 In a final round, assign responsible task managers and deadlines to the prioritized tasks. Make sure everyone has something to do and a few engaged individuals are not left holding all of the responsibility. For big tasks, make sure you define milestones and checkpoints.

[25 MIN]



FOLLOW UP

Make sure people report back on their tasks at regular intervals.