

# Customized Action Planning Workshop

**Date**

**Time**

**Facilitator**

## Workshop Goals

- Collaboratively identify five to seven goals for improving the program over the next five to seven years.
- Identify tasks, milestones, and feasible timelines for achieving the goals.
- Draft the Action Plan Report.

<b>Time</b>	<b>Activity</b>
15 minutes	<p><b>Welcome and introductions</b></p> <p><b>Review purpose of workshop</b></p>
30 minutes	<p><b>Identifying Themes – Clustering Activity</b></p> <ul style="list-style-type: none"> <li>• Place all the goal statements generated through the pre-workshop survey and during the initial Action Planning Workshop on the walls around the room.</li> <li>• In pairs or individually, walk around the room and cluster the goals by looking for duplication, overlap, and possible synergies.</li> </ul>
30 minutes	<p><b>Break to grab lunch (working lunch)</b></p>
60 minutes	<p><b>Identifying Goals – Refining Key Priorities and Concepts</b></p> <ul style="list-style-type: none"> <li>• As a large group, review the clusters that were formed and identify topic headers (themes) for each cluster of goals.               <ul style="list-style-type: none"> <li>○ At this point we are working towards refining the ideas and identifying an overarching goal statement.</li> <li>○ During this phase, we may identify additional related priorities.</li> </ul> </li> </ul>
90 minutes	<p><b>Refining Goals and Identifying Tasks, Milestones, and Timelines</b></p> <ul style="list-style-type: none"> <li>• Faculty volunteer to work on 1-2 goals individually or in a small group depending on the number of faculty participating in the workshop and number of goals identified.               <ul style="list-style-type: none"> <li>○ Refine the goal statement, and begin drafting tasks, milestones, and feasible timelines using the template provided.</li> <li>○ Share progress with large group. Each group shares their work and discusses areas for improvement, potential barriers, and feasibility by examining implications of proposed tasks, milestones, and timelines. Collaboratively refine goals, tasks, milestones, and timelines.</li> </ul> </li> </ul>

Time	Activity
15 minutes	<p><b>Next steps</b></p> <ul style="list-style-type: none"> <li>• Transfer the information from the individual goal sheets to the Action Plan Template.</li> <li>• Distribute Action Plan to faculty for final review and edits.</li> <li>• Complete Final Report Template.</li> <li>• Seek Dean and Faculty Council approval.</li> <li>• Submit Action Plan and Final Report to Office of Quality Assurance.</li> </ul>

**Supplies**

- Goal statements on sticky notes
- Poster paper
- Action Plan Report Template – Individual sheets for each goal (print and digital copies)
- Pens