

Building Your Action Plan – Interactive Session Moderator Instructions

BEFORE YOU START:

- Introduce yourself as the moderator.
- Ask for a volunteer to be a recorder. If no one volunteers promptly, go ahead and assign it.
- Remind the group of the purpose of the interactive exercise:
 - To brainstorm ideas and develop strategies to address program weaknesses and threats in your assigned category of program dimensions; and
 - To look for relationships and synergies with program strengths and opportunities.
- Refer group members to their exercise handout. Remind them that it includes both the instructions for each step in the exercise, as well as an action plan template that they will begin filling out towards the end of the exercise.

SPECIFIC STEPS:

10:20 –
10:25

Step 1 –

- Ask your group to spend the first few minutes reviewing their answers in the Self-assessment Checklist for the assigned program dimension and then analyzing them to identify their program's strengths, weaknesses, opportunities, and threats.
- Remind them of the program category on the Self-Assessment Checklist that they will focus on.

10:25 –
10:35

Step 2 –

- Ask group members to list strengths and opportunities until a flip chart page is filled, then get them to change gears and list program weaknesses and threats.
- Each time the same or a very similar issue is identified, direct the recorder to put an asterisk by the item to denote the number of persons sharing the issue.

Note: If similarity is questioned, you should quickly determine whether or not the issues are similar.
- Do not allow the group to get bogged down in this step. Your objective is to get a lot of information on the flip charts in a short period of time.
- Give the group a two minute warning at 10:33 to ensure a smooth transition to the next step.

10:35 –
10:45

Step 3 –

- Now turn to the flip chart list of program weaknesses and threats.
- Pick an item from the list (preferably one that has the most asterisks by it) for the group to work on.
- Ask the group to identify a strategy that would help address the issue.

Note: If two or three strategies are immediately suggested, pick the one that seems the easiest to work with.

- For each strategy identified, get the group to think about and list appropriate action items for members of each component of the program – SBO, SBEAP, and CAP. It is very important that the group identify roles and responsibilities among the components. Do not move on to a new strategy until this is done.
- If time allows, develop another strategy. It is okay if you wind up with only one fully developed strategy during the period. Stop promptly at the end of the session.

10:45 –
10:50

Step 4 – Note: You can skip this step if your group is running behind schedule.

- Now ask the group to turn to the flip chart list of program strengths and opportunities.
- Ask group members to look for relationships and synergies with the strategy (or strategies) you worked on during Step 4. List any ideas on a new flip chart page.
- If time allows, encourage the group to discuss more broadly the relationships and synergies between program strengths and opportunities, and weakness and threats.
- Stop promptly at the end of the session.

10:50 –
11:00

Step 6 –

- Tell group members to take the next five minutes to begin filling out their own state action plan using the template on the attached page.
- Remind them to focus only on the assigned program dimension for now, and that they will have a chance to work on the other program dimensions during the following group discussion.
- If time allows, ask group members to share their top strategy with the group. This discussion does not need to be recorded.
- At 11:00 AM, tell group members that they must reconvene with the entire group immediately following the break.
- Go to the front table with your flip chart to get set up for the panel discussion.