

## FINAL REVIEW WITH THE EXECUTIVE

The purpose of purpose of the workshop is:

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The location, time, and schedule of the workshop is:

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The names of the Steering Committee members are:

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The executive will:

- a. Participate fully in the workshop
- b. Welcome participants and give an overview of the workshop
- c. Give names of the local coordinator and Steering Committee members
- d. Introduce the consultant
- e. Close the workshop

Other:

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## **PLEASED AND TROUBLED**

When I reflect on our situation,

**I am pleased that... (jot key words words)**

**I am troubled that... (jot key words)**

**Any Questions?**

## **MY IMAGE OF THE FUTURE**

Be quiet for a few moments. Create a picture in your mind. A picture - not a list - of the future you desire. Write in the present tense. If you wish, add pictures or symbols of what you see, hear, or feel. Begin with **I see... , I hear... , I feel...**

## **OUR GOAL**

Clarify your image by writing a goal in one or two sentences.

A goal sets direction but is never fully achieved, in contrast to observable objectives, which are measurable and specific.

**- GOAL -**

Work group members are:

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## **THE CHALLENGE OF PLANNED CHANGE** (Search Institute)

### **These Objectives Diffuse Resistance**

Perception of Need

Favorable Attitude

Support of Legitimizers

Psychological Ownership

Successful Launching

Enhancement of Innovation

### **These Tasks Warm the Atmosphere**

Clarify goals and priorities

Relate Innovation to Values

Involve Opinion Makers

Involve Constituencies

Plan Carefully

Evaluate Feedback



## **WAYS TO PROCEED IN THE PROCESS OF PLANNED CHANGE**

This is a brain storming session.

Take two minutes to brainstorm answers to each question. Follow the rules of brainstorming - call out ideas quickly, do not evaluate ideas, have the documenters jot down all ideas.

Who are the key people whose support and cooperation are needed?

How can we create or improve their awareness of need?

What are the values these key people cherish?

How will we address those values when seeking their support?

What staff development opportunities are needed to carry out this goal?

How can we get periodic feedback to assure evaluation and improvement?

What kind of remittances will be obstacles to reaching our goal?

What supportive forces will help us reach our goal?

What concrete actions would overcome resistance and take advantage of supportive forces?



## **SAMPLE IMAGE, GOAL, AND OBSERVABLE OBJECTIVES**

### **Image:**

**I see** a student talking with a teacher about future work goals. The teacher is quietly listening and obviously caring about this student's future.

**I hear** them talking together about new courses that might be added to the curriculum to enrich the school's program.

**I feel** a special companionship between them as they together explore new ways of making the Academy years an excellent preparation for a life career.

### **Goal:**

A program of career planning that enables students to evaluate options and make plans for a life career.

### **Observable Objectives:**

1. Ongoing review of the literature on programs in career planning by all faculty
2. Faculty, administration, students, and parents provide ideas on an ongoing basis on how classes and counseling can enhance career planning
3. A program that encourages career planning has been introduced and is being evaluated on an ongoing basis.

**ACTION PLAN FOR OBSERVABLE OBJECTIVE # \_\_\_\_\_**

An objective is concrete, measurable, observable. It can be a major event, a document, a process, a program, a statistical change, a policy, or a procedure.

Observable Objective # \_\_\_\_\_

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**The Action Step**

**Person (s) Responsible**

**When It Will Be Done**

## Workshop Evaluation

Please help us improve our work by evaluating this workshop. Let us know if we are doing well or need to change. Please circle the number that describes your response to each question.

1. How well were the purposes of this workshop achieved?

Not at all 1 2 3 4 5 Very Well

2. How adequate was the information presented?

Not at all 1 2 3 4 5 Very Well

3. How effective was the facilitator in moving you from awareness of information to identifying priorities for change?

Not at all 1 2 3 4 5 Very Well

4. Do you now have a clearer vision of the future for your organization?

Not at all 1 2 3 4 5 Very Well

5. How optimistic are you that anything will happen as a result of this meeting?

Not at all 1 2 3 4 5 Very Well

6. What benefitted you most in the workshop?

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7. What would you change about this workshop?

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## **AN OUTLINE FOR THE EXECUTIVE SUMMARY**

The executive prepares this summary with assistance from the Steering Committee and consultant. It should be distributed to key constituent groups within one month of the workshop. As much space should be used as needed for each section of the report. However, keep the report to three pages or less plus the pages needed to report the Goals, Observable Objectives, and Action Steps. The Steering Committee will further revise the report. The plans that result should be revised annually.

The planning workshop was held to accomplish the following purpose:

The location and dates of the workshop were:

The participants were:

The facilitator/consultant was:

The coordinator was:

The members of the Steering Committee prepared for the workshop and are monitoring follow through of the action steps. Those members are:

During the workshop members focused on interpreting information, creating a shared vision, and committing to action.

Here is a summary of the information and how it was gathered:

Participants described their ideal future for our organization - their image of the future. They considered our future \_\_\_ years from now.

Examples of written images follow:

A shared vision for our organization has been edited. This is our shared vision:

Goals were established in the planning workshop. Here they are in the order the group prioritized them:

Here are the **Observable Objectives** and **Action Plans** for each **Goal**. They are grouped by **Goals** in order of priority.