

## Module 4: Action Planning

### Time Required

15 minutes

### Purpose

The purpose of this module is to encourage participants to establish a concrete plan for implementing the organizational resiliency model when they return to work.

### Lessons

1. Action Planning (10 minutes)
2. Conclusion (5 minutes)

### Learning Objectives

By the end of this module, participants will be able to:

- Identify one specific strategy they will implement.
- Explain how and when the strategy will be implemented.

### Participant Worksheet

- Worksheet 4.1, Action Plan

### Equipment and Materials

No special equipment or materials are required.

### Preparation

No special preparation is required.





**Show Visual 4-1.**

**Introduce** the module.



**Show Visual 4-2.**

**Review** the learning objectives.

By the end of this module, participants will be able to:

- Identify one specific strategy they will implement.
- Explain how and when the strategy will be implemented.

## **1. Action Planning (10 minutes)**

**Paraphrase:**

By now you should have a very solid idea of the strategies you'd like to incorporate, the issues you might run into, and how to overcome them. Because you know your organization well, you will have a good idea of how to accomplish what you set out to do.

In this activity you're going to be completing the first part of an action plan in which you will establish dates for accomplishing certain tasks for moving forward, and identify the people and resources you need to get those tasks done. Then, you will return to your organizations and put your action plan into action!



**Show Visual 4-3.**

**Introduce** the activity.



**Activity: Action Plan (10 minutes)**

The purpose of this activity is for participants to work individually or with others from their organization to create an action plan for implementing the organizational resiliency model.

- 1. Refer participants to Worksheet 4.1, Action Plan, in the Participant Manual.**
- 2. Explain that the worksheet has two parts; they will complete Part 1 today, then complete Part 2 after they have implemented their strategies and seen some results.**

**3. Tell participants to work individually or with others from their own organization to complete only Part 1. Participants should:**

- Select one specific strategy to implement.
- Identify all of the people in their organization who will need to approve the strategy, in order of approvals.
- Identify one or more people who can champion the strategy.
- Identify the resources (e.g., additional staff, physical resources, money) needed to implement the strategy.
- Identify potential obstacles.
- Create a timeline for the strategy.

**4. Allow participants about 5-8 minutes to create their action plans.**

**5. Ask volunteers to share the strategy on their action plan.**

**Debrief** the activity by explaining that coming up with ideas is easy; it's moving forward with them that's the hard part.

**Ask** for questions before concluding the training.

## **2. Conclusion (5 minutes)**



**Show Visual 4-4.**

### **Paraphrase:**

The impact you have in the field of child abuse services is profound. The work you do is difficult. As soon as you return to the office, you will be bombarded with paperwork, phone calls to return, and issues to address. But please try to remember the importance of organizational resiliency, and take steps to begin implementing your strategies. Small steps are better than no steps at all.

But if your organizations are to encourage and promote resiliency in your staff, you have to have determination. You also have to show enthusiasm, and share that enthusiasm with your coworkers.

If there is time, **ask** participants if they want to share their favorite “ah ha!” moment from the training, and one thing they learned today that surprised them.



**Show Visual 4-5.**

**Ask** participants if they have any final questions or comments.



**Show Visual 4-6.**

**Thank** participants for making the commitment to attend the training and for contributing their thoughts, skills, and opinions. If appropriate, **share** your contact information and **encourage** them to keep in touch as they implement the skills and techniques they have learned during the training.



**Show Visual 4-7.**

**Refer** participants to the evaluation forms in the Participant Manual, and **ask** participants to complete them. **Designate** an area for participants to drop off their forms on their way out of the room; this helps to ensure their anonymity, encouraging participants to be frank in their assessment of the training.



**Show Visual 4-8.**

As participants leave the room, **thank them again** for coming and **congratulate** them on having done excellent work.