

Module 4: Action Planning

Time Required

45 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 (30 minutes)
2. Conclusion (15 minutes)

Learning Objectives

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

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

Participant Worksheet

- Worksheet 4.1, Action Plan

Equipment and Materials

No special equipment is necessary.

Preparation

- Preview the video.



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 the specific strategies they will implement.
- Explain how and when the strategies will be implemented.

1. Action Planning (30 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. After the onsite training session you will return to your organizations and put your action plan into action!

Then, before you attend the third and final Webinar, you'll complete the second part of the action plan. You can use this part of the action plan as a guide as you share your successes with one another.



Show Visual 4-3.

Introduce the activity.



Activity: Action Plan (30 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. *Tell participants to work individually or with others from their own organization to complete only Part 1.*

(Part 2 should be completed after they have implemented their strategies and have seen some results.)

In Part 1, participants should:

- a. Select at least three specific strategies to implement.
- b. Identify all of the people in your organization who will need to approve your strategy, in order of approvals.
- c. Identify one or more people who can champion your strategy.
- d. Identify the resources (e.g., additional staff, physical resources, money) needed to implement each of these strategies.
- e. Identify potential obstacles.
- f. Create a timeline for each strategy.

3. *Allow participants about 20 minutes to create their action plans.*

4. *Ask volunteers to share one 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.

Paraphrase:

In this final video you'll hear several supervisors and managers describe the benefits of building resiliency in their staff and volunteers.



Show Visual 4-4.

VIDEO Show the video *Benefits of Resiliency Within the Organization* that is embedded in the PowerPoint presentation by clicking on the slide.

After playing the video, **ask** participants:

- Do you think any of these benefits could apply in your organization?
- What are other benefits you might see as your staff and volunteers become more resilient?

Ask for questions before concluding the training.

2. Conclusion (15 minutes)



Show Visual 4-5.

Address any remaining items on the Parking Lot.



Show Visual 4-6.

Paraphrase:

The impact you have in the field of child abuse prevention 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 be accountable, and take steps to begin implementation of 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.

You'll be receiving an e-mail about our third and final Webinar, which will take place in 4 to 6 weeks. This should be enough time for you to identify the strategies you want to pursue and begin to implement them.

Please bring your action plans to Webinar 3 so you can share your successes with the other participants. There will be a reminder in the e-mail.

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 4-7.

Ask participants if they have any final questions or comments.



Show Visual 4-8.

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 4-9.

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 4-10.

Remind participants that training is not complete until after the third webinar.

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