

Comprehensive, Coordinated Planning

Overview

This workshop presents a step-by-step guide to planning, developing, and implementing a comprehensive and coordinated program. The material can be used to create a program at the local, multi-jurisdiction, or state level. This process has been used with hundreds of organizations of all sizes and scopes. Participants will “walk through” the planning process including research, analysis, decision making, planning, budgeting, implementation, monitoring, and evaluation. The workshop provides tools and tips for highly efficient processes at any scale, and provides a model to create a plan *in less than 24 hours*. Materials include a full planning workbook with templates, guides, and resource information.

Sample Training Contents

Heading	Content
Overview	Purpose, Learning Objectives and Agenda Key Concepts Frameworks
The Planning Team	Groups vs. Team Turning a Group into A Team <i>Resources:</i> Team Charter Checklist for Effective Teams Strategic Alliances
Needs Assessment, Research and Analysis	Purpose, Methods Information and Data Critical Analysis <i>Resources:</i> Research Methods
The Planning Process	Definitions The Planning Process Basic Plan Elements Creating Effective Strategies <i>Resources:</i> Sample Plan Contents
Implementation	Organizational Alignment Evaluation, Considerations, and Levels of Measurement
Sustainability	Definitions Sustainability Considerations Critical Issues <i>Resources:</i> Creating Sustainability Worksheet