



BUILDING HEALTHY COMMUNITIES FOR EVERYONE

# **Healthy Communities Action Planning: Part 2 -Action Planning**

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If possible arrange yourselves by project  
groups at your tables.



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# Introduction

## General instructions for this session

- If possible arrange yourselves by project groups at your tables
- Select a person to be the table facilitator
- Select another person to take notes on the hand outs and be a reporter.



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# Introduction

This is the second of Two sessions on the themes of Communication and Action planning

- The first was the first day of the conference and was focused on Critical Partnerships and Effective Coalitions
- The second is now on the process of Action Planning



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# Introduction

In this session I would like to do four things:

1. A quick overview of the planning systems in health to see the place of action planning
2. A quick appraisal of how we as our various groups do action planning and use the term.
3. Then I will present one model of action planning as a formal process
4. Then we will experiment by running through the 3-6 hour process in 40 minutes



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# Introduction





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# Introduction

## Framework for Implementation

No two public health interventions are exactly alike. But most interventions share a similar path to success: **MAP IT**

- **Mobilize**
- **Assess**
- **Plan**
- **Implement**
- **Track**



# Introduction

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## **The Healthy Communities Change tool Action Guide: *Community Health Assessment and Group Evaluation***

**Action Step 1** : Identify and assemble  
a diverse team of 10–12 individuals

**Action Step 2** : and develop a plan for  
the whole process.



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# Introduction

**Action Step 3 &4 &5:** Gather data from sites and locations in all five CHANGE sectors and enter it in the excel files for each sector.

1. Community-At-Large Sector
2. Community Institution/Organization Sector
3. Health Care Sector
4. School Sector
5. Work Site Sector

**Action Step 6&7:** Review and consolidate data to determine areas of improvement





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# Introduction

## Final Action Step:

### **Action Step 8: Build the Community**

**Action Plan** by developing and organizing annual objectives that reflect the collected data.



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# Introduction

Review the models of planning:

- Note 1: that all have some component of Strategic or Action Planning or both
- Note 2: Terms are often used differently
- Note 3: We tend to use these terms informally day to day and develop our own meaning within our teams



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## General Instructions

- If possible arrange yourselves by **project groups at your tables.**
- Select **one person at your table to facilitate** the discussion and action at the table
- Select **another person to take notes** on the worksheets and to give a report of the groups work if called upon



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## Table Exercise I

Discuss your experience with Action Planning:

- 1. What was an occasion or a typical time when you have used action planning as you would describe it?
- 2. What process or steps did you use?
- 3. What was your experience as a group?



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## Whole Group Discussion I

Two or three groups report

- Describe your process.
- What steps do you follow?
- What is your experience of Action planning (Fun, confusing, Frustrating)?



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## **Whole group Discussion I**

**What are we saying  
about our approaches  
to Action Planning?**



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# Action Planning

## A Six Step Process

- 1. The Imagined Victory
- 2. The Current Reality
- 3. The Focused Commitment
- 4. The Critical Actions
- 5. The Implementation Calendar
- 6. The Coordinating Leadership





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# Action Planning

## The Imagined Victory

- Begin with the end in mind (Covey)
- Imagine the Project as if it were completed
- Brainstorm with post-its or card storm to receive every ones ideas and expectations of the results
- Get a list of 20-30 descriptors or ideas
- Circle or mark 5 or 6



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# Action Planning

## 2. Current Reality

- In relation to the imagined outcomes what are the strengths or assets?
- What are our weaknesses or liabilities?
- What are potential dangers if we succeed?
- What are the potential benefits?



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# Action Planning

## 3 Focused Commitment

- Each person try to summarize the key outcome or goal to which we are putting our attention
- Hear two or three
- Select the best words or phrases to make a one sentence summary.



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# Action Planning

## 4. The Critical Actions

- Brainstorm individually a list of 5 or more actions required to meet the commitment
- Post the individuals ideas as a group and consider and add what might be missing.
- Begin to group the ideas by what might be easily done together by one task force
- Complete the groupings and name them



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# Action Planning

## 5. Implementation Calendar

- Divide into the number task forces according to the number of groupings of actions (Adjust according to the group).
- Discern what the first action would be to launch your activity
- Discern the final action to claim the victory of your task force



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# Action Planning

## 5. Implementation Calendar (continued)

- Arrange the other actions according to time and put on the calendar
- As a group look over the calendar and consider where adjustment is needed for the sake of synergy or collision
- Put a estimate of cost on any item that will require money or other resources



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# Action Planning

## Coordinating Leadership

- Put on the calendar the number of meetings needed by the group to maintain coordination and accountability
- Add meetings of the taskforces as needed
- Select two persons who would act as coordinators and leaders of the overall meetings



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## Table Exercise II Action Planning

### Action Planning table Exercise

- 1. use the worksheet forms that have been handed out for each step
- 2. I will replay each slide to correspond with each step. There will be approximately 4 minutes for each of the 4 steps
- 3. I will also announce when we are moving to the next steps and try to coach us appropriately.
- 4. When we move to the next step go ahead and let go of the last one.





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# Whole Group Reflection

## A Six Step Process

- 1. The Imagined Victory
- 2. The Current Reality
- 3. The Focused Commitment
- 4. The Critical Actions
- 5. The Implementation Calendar
- 6. The Coordinating Leadership



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# Evaluation

see worksheet packet

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Evaluation		
1-2-3-4-5-6-7-8-9-10		
Objective	Before	After
	1-2-3-4-5-6-7-8-9-10	1-2-3-4-5-6-7-8-9-10
comments		