

Lesson Plan 27: Action Planning



30 minutes total

Lesson Description



Participants consider their next steps after the workshop. Two options are given for participants to develop an action plan to make the best use of their new knowledge and skills.

Learning Outcomes



At the end of this session participants will be able to:

1. Develop an action plan for next steps after the workshop.

Materials



- Flipchart paper
- Tape
- Markers

Preparation



- Option A: Draw the following Action Plan Table A on flipchart paper:

Activity	Deadline	Responsible Person	Support Required
1.			
2.			
3.			
4.			
5.			

- Option B: Write the following Action Plan Table B on flipchart paper:

What information was valuable?	How do you intend to use this information?	When do you intend to use this information?	How can you share this information with others?
1.			
2.			
3.			
4.			
5.			

Introduction**5 minutes**

1. Ask the participants “What is the importance of creating a plan to achieve a goal?”
 - *A plan helps us to focus on what we need to do in order to achieve the goal*
 - *A plan provides milestones for us to measure progress against*
 - *A plan gives motivation by showing that the goal is realistic and achievable*
2. Present the lesson description or learning outcomes.

Create an Action Plan**20 minutes****Option A:**

1. Ask the participants to group together with other people who working on the same project.



2. Show the “Action Plan Table A” flipchart and explain the columns.
3. Hand out flipchart paper and markers to each group. Ask them to draw the table.
4. Ask the groups to write down 3–5 steps they plan to take after the workshop. Emphasize that the steps should be realistic and practical. Encourage the participants to be as specific as possible.
5. Optional depending on time: Share the actions plans as a large group.

Option B:

1. Show the “Action Plan Table B” flipchart and present the four questions. Ask the participants to reflect on the questions individually for a few minutes.



2. Ask the participants to group together with other people who working on the same project.
3. Hand out flipchart paper and markers to each group. Ask them to draw the table.
4. Ask the groups to respond to the questions in the table. Emphasize that the steps should be realistic and practical. Encourage the participants to be as specific as possible. Tell the participants they have 20 minutes to create their plan and then they will present it.
5. Optional depending on time: Share the actions plans as a large group.

Review**5 minutes**

1. Ask the each group what they will do with their action plan to make sure that they follow it?

Reflections on Lesson