Lesson Plan: Action Planning **45 minutes total**



**Lesson Description**



In this lesson, participants will identify what steps they need to take to start delivering their workshop, and achieving the results they identified in their Theory of Change.

**Note: The content of this lesson will vary considerably depending on how far along you are in the workshop development. In some cases, you may be planning for how the workshop will be rolled out, in other cases, you may be planning for how the final lesson plans will be completed.**

**Learning Outcomes**





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

1. Identify workshop topics to create or adapt in the future
2. Create an action plan
3. Describe how CAWST Services can support desired results

**Materials**



* Flip chart paper
* Markers
* Tape
* Large Diagram of the ADDIE model – introduced in the lesson on instructional design
* Theory of Change – created during Theory of Change lesson
* CEWT Workbook – 1 per participant
* Action Plan (See end of lesson plan)
* CAWST Services Brochure (1 per participant)

**Preparation**



* Read and prepare lesson plan
* Write the learning outcomes on the flip chart
* Print *Action Plan* (1 for every participant)

**Introduction 5 minutes**



1. Ask participants, now that you’ve developed your workshop, what do you need to do to start delivering it?”
2. Ask the participants to find a partner and discuss next steps with a partner.
3. Tell participants that in this lesson we will be identifying the steps they need to take to start delivering their workshop, and making a plan around the initial steps.
4. Present the learning outcomes or lesson description.

**Action Planning 20 minutes**



1. Ask 2-3 pairs to volunteer their ideas for next steps.

*Possible responses might include: complete lesson plans, pilot the workshop externally and update the lessons, advertise the workshop, book a location to deliver the workshop, find funding to put other supports in place etc.*

1. Explain to participants they will outline between 1-3 things they will move forward on as soon as they return to their organization. They will record these ideas in their CEWT Workbook in the Action Plan section.
2. Explain that their action plan is divided into four areas.

* Action (topics, content, priority areas)
* Why (Why prioritize this action?)
* Resources (Do you need help from others? How long will this take?)

1. Review the template with the large group, using the example given in each section.
2. Clarify any questions then ask each participant to take a few minutes to fill out their own action plan. Remind participants to be specific about their goals.
3. Ask the participants: "How will you use this action plan?" *Review it when going back to work; sharing with co-workers or supervisor for help moving forward; return to it periodically as a checklist.*
4. Tell participants when they have accomplished a goal they can create a new one.

**How CAWST Can Help 10 minutes**



1. Distribute copies of the CAWST Services brochure if available. If not available, project the following link (http://www.cawst.org/services) and/or discuss core services with the full group.
2. Ask participants to review their action plans and highlight if there are areas where CAWST services could support them to achieve their desired action.
3. Provide 3-5 minutes for participants to ask any clarifying questions about CAWST services.

**Review 5 minutes**



1. Put on the workshop theme music and tell participants to put on their “CEWT Hats”.
2. Ask participants “why is it important to get our participants to do an action plan at the end of each workshop?” *So they will put what they learned into action. So they can think through first steps and the support they will need.*

**Reflections on Lesson**