

Lesson Plan: Action Planning**40-60
minutes****Lesson Description**

Participants consider their next steps after the workshop. Choose between two options 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. Discuss immediate, easy steps that you can take to improve faecal sludge management.
2. Develop an action plan for next steps after the workshop.

Materials

- Flip chart paper
- Tape
- Markers

Optional:

- Option A: Action Plan Table (1 per participant or group)
- Option B: Action Plan Table (1 per participant or group)

Preparation

- Option A: Draw the following Action Plan Table on flip chart paper or print it out (1 per participant or group):

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

- Option B: Write the following Action Plan Table on flip chart paper or print it out (1 per participant or group):

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

Introduction

5 minutes



1. Explain that the overall goal for this workshop is for participants to be able to apply concepts of sustainable faecal sludge management in the places they work. They are going to identify doable actions to start working towards this goal.
2. Ask participants, “What is the importance of creating a plan to achieve your goal?”
 - *A plan helps us to focus on what we need to do 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.*
3. Present the lesson description or learning outcomes.

Create an Action Plan

30-50 minutes

1. Explain that every action is valuable to improve faecal sludge management. Implementing a quality sanitation service chain from start to finish takes a long time and a lot of planning. However, all plans start with small actions and first steps.
2. Ask participants, “What are some immediate, small first steps that you can take to improve faecal sludge management where you work?”
 - *Read one chapter of the book *Faecal Sludge Management: Systems Approach for Implementation and Operation*.*
 - *Find out who is responsible for faecal sludge management in your city.*
 - *Download the methodology for making an ‘Excreta Flow Diagram’ for their city.*
 - *Enroll in a Faecal Sludge Management course.*
 - *Identify private service providers that are collecting and transporting faecal sludge and support them to be doing it safely. For example, work with the providers to ensure workers are using personal protective equipment.*

Option A:



1. Show the “Action Plan Table” flip chart and explain the columns.



2. Ask the participants to group together with other people who work in the same city or on the same project. Participants may also choose to work alone.
3. Hand out the Action Plan Table and markers to each group.
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. Tell the participants they have 20 minutes to create their plan.
5. Optional depending on time: Share the action plans as a large group.

Option B:



1. Show the “Action Plan Table” flip chart and present the 4 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 work in the same city or on the same project.



3. Hand out the Action Plan Table and markers to each group.
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.
5. Optional depending on time: Share the actions plans as a large group.

Review

5 minutes



1. Ask each group to discuss the following questions:
 “On a scale of 1-10, rate how committed you are to implementing your plan.”
 “What will you do with your plan to make sure that you implement it?”

Reflections on Lesson

Option A: Action Plan Table

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

Option B: Action Plan Table

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