

ToP Design Pattern	<b>Launching the Action Phase</b>	May 2009
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## The Big Picture

<b>The Action Planning Workshop</b>					
<b>Introduction</b> <small>Whole Group</small>	<b>Developing Specific Action Plans</b> <small>Teams Use the Action Planning Workbook</small>			<b>Consensus Plenary</b> <small>Whole Group</small>	
<b>Preparing for Action Planning</b>	<b>Determining the Measurable Accomplishment</b>	<b>Deciding on the Specific Actions</b>	<b>Creating the Action Timeline</b>	<b>Coordinating the Groups Plans</b>	<b>Launching the Action Phase</b>

<b>Name</b>	Launching the Action Phase
<b>Overview</b>	This part of the workshop is of critical importance to the overall process in that it enables the participants to internalize and integrate what has happened to them. Careful planning and monitoring of time throughout the workshop will enable the facilitator to avoid sacrificing or reducing the time devoted to this part of the session.
<b>Metaphor</b>	Opening the gates
<b>Graphic</b>	
<b>Level of thinking</b>	This Design Pattern is primarily at the decisional level.
<b>Pattern of Collaboration</b>	The key collaborative pattern in play in this Design Pattern is consensus formation.
<b>Role</b>	This step is focused on reflecting on the plans and the group's work together.
<b>Best uses</b>	This Design Pattern is best used to reflect on a workshop
<b>Do not use</b>	
<b>Group size</b>	4 - 40
<b>Space needs</b>	A space large enough for the whole group to meet. A seating arrangement that allows everyone to see the front of the room
<b>Timeframe</b>	20 minutes

<b>Objectives</b>	
<b>Rational Aim</b>	The group will put the final “capstone” on their consensus to move forward with these action plans.
<b>Experiential Aim</b>	The group will ready to run through the gate to begin action
<b>Product</b>	A consensus on the whole plan.
<b>Script</b>	
<b>Context</b>	We want close our work by reflecting on what we have created and our time together.
<b>Procedures</b>	<p><b>Reflect on the Workshop</b> A conversation enables the group to reflect on the plan and the experience of creating it. The questions are designed to flow with the thought process from the most objective to the most interpretive.</p> <ul style="list-style-type: none"> <li>▪ What do you remember from our work together - images, scenes, sounds.</li> <li>▪ Imagine you’re playing the video of our work together back in your mind. What stands out for you?</li> <li>▪ What words or particular actions in this plan catch your attention?</li> <li>▪ Which part of this plan is most exciting for you?</li> <li>▪ Which parts do you feel confident about?</li> <li>▪ Which parts will be the easiest to implement?</li> <li>▪ Which parts are you least confident about or feel will be difficult?</li> <li>▪ What kind of support will you need from the whole group in order to be successful?</li> <li>▪ What will have been achieved?</li> <li>▪ What differences will this Action Plan make? (for the organization, clientele or community)</li> <li>▪ How are we, as a group, different from when we first began this session?</li> <li>▪ How will we be different when we finish all these plans?</li> <li>▪ Step back in your mind for a second and imagine this whole plan as a movie or a play. What title would you give it?</li> </ul> <p><b>Clarify Next Steps</b></p> <ul style="list-style-type: none"> <li>▪ Ask the group what the next practical steps are. This will include copying, producing and distributing the whole action timeline. Make sure there are clear assignments for these actions.</li> <li>▪ Schedule meetings that are not on the action timeline to monitor the action, review progress, check budgets and make modifications.</li> </ul> <p><b>Closing</b></p> <ul style="list-style-type: none"> <li>▪ This is the time to make any other announcements that the group needs to hear.</li> <li>▪ Thank participants for their creativity and commitment</li> </ul>
<b>Groundrules</b>	Ensure that assignments and commitments are clear.

<b>Using this design pattern in a face to face environment</b>	
<b>Materials</b>	<ul style="list-style-type: none"> <li>▪ A way to add a coordination scheduling to the Action Timeline. Perhaps different colour cards or markers.</li> <li>▪ A flip chart and markers to note essential next steps and assignments.</li> </ul>
<b>Preparation</b>	It will be wise to have a recommendation for the monitoring schedule before this meeting
<b>Challenges</b>	The key challenge in this Design Pattern is taking enough time to fully reflect.
<b>Tips</b>	<p>Make sure your time plan for this workshop moves along at a pace that allows enough time for this step.</p> <p>Let the group reflect on its work without belabouring the conversation. Some of the questions will trigger more internal, ongoing reflection than immediate, direct answers.</p>
<b>Modifications</b>	
<b>Using this design pattern in a virtual environment</b>	
<b>Virtual Tools</b>	
<b>Modifications</b>	
<b>Preparation</b>	
<b>Challenges</b>	
<b>Tips</b>	
<b>Example</b>	