

## ToP Course overview

# Action Planning

**Participatory planning for short-term projects and events – 1 day**



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*“I found the Action Planning course very practical and useful, and have used the method with young people and youth work organisations across Northern Ireland - what is of most value to my work is the participatory and inclusive nature of the method, and the focus on clear and jointly agreed, time-bound actions” - Alexey Janes, YouthBank Development, Officer Community Foundation for Northern Ireland*

### Who this course is for

This course has no pre-requisite, but Group Facilitation Methods or some prior experience of facilitation or participatory planning is recommended.

### Questions this course answers

*“How can I get all members of a group to participate in planning a project or event together, and build their commitment and responsibility so that they can successfully implement their plan?”*

This course introduces a structured, participatory process to enable the successful implementation of a group project or event. The Action Planning method uses the basic Focused Conversation and Consensus Workshop methods to engage all members of a group effectively, and so it builds commitment and ownership at all stages. The method is suitable for planning short to medium-term projects, or completing projects that have stalled.

### What you will gain

The Action Planning method is an 8-stage process:

- |                    |                |
|--------------------|----------------|
| 1. Context         | 5. Key actions |
| 2. Victory         | 6. Calendar    |
| 3. Current Reality | 7. Assignments |
| 4. Commitment      | 8. Resolve     |



### Learning style

The course presents the method in a practical and participatory way. The method is first demonstrated, using a scenario with which participants can identify without having to role-play. It is then analysed and discussed, and then elements of the method are practiced individually or in small groups. Finally, participants plan how they will apply the method in their own situations.

### For further details

including comments from previous course participants, course dates & locations, fees and on-line bookings...

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