

part 7b. creating a take-it-back agenda

The suggested agenda that appears on the next several pages is designed for those who have completed the Planning With Data live workshop and wish to involve their staff or colleagues in the Improvement Planning process. Typically, this means you have completed the workshop yourself and now you are going back to facilitate the improvement planning process with your team. We encourage you to develop your own take it back agenda, but this should give you a good start!

We recommend you adopt three goals for this Planning Meeting:

By participating in this meeting, team members will:

- Reveal program strengths and areas for improvement by reading data.
- Refine a set of goals.
- Create Program Improvement Plan to Realize goals.

We estimate that this agenda will take about 2-3 hours, depending on the size of your group.

Preparation

Make sure you have all the materials listed below. Also, we recommend that you have staff review their data reports before coming to the meeting.

- ⇒ Quotes about change
- ⇒ Easel paper and markers
- ⇒ Data reports
- ⇒ Reading data worksheet(s)
- ⇒ Planning forms

Overview

1. Welcome (5 minutes)
2. Change Activity (10 minutes)
3. Review of Pyramid and Report Format (10 minutes)
4. Reading and Interpreting Data (30 minutes)
5. Creating Improvement Plans (1 hour)
6. Plan Review (15 minutes)
7. Reflection (5 minutes)

Welcome (5 minutes)

Welcome participants to the meeting and introduce yourself if necessary. You might also lead your team through an icebreaker or energizer to start the meeting off on a positive note.

Remind participants of the Assess-Plan-Improve sequence. Reiterate that the whole process is focused on providing experiences for young people that will help them to grow and develop in a positive way. Providing a safe place for kids to go after school is not enough – the quality of the program matters.

Change Activity (10 minutes)

Hang several quotes about change around the room. Have participants stand near the one that is most interesting to them. Have participants share why they chose their quote. Relate the quotes back to the Assess-Plan-Improve sequence and the Improvement Planning that participants are about to engage in.

How do the quotes relate?

Review of Reporting Format (10 minutes)

Review what was measured in the data reports and why it was collected. Review the research questions you set out to answer and what information the reports provide. Be sure participants fully understand the layout of the reports, where to find data sources, and how the data is represented.

Reading and Interpreting Data (30 minutes)

Pass out site data reports. Have staff review the data and work through the questions in the Reading the Data worksheet.

Discuss as a large group.

Creating Improvement Plans (1 hour)

Present the participants the SMART goal framework and the sample goal.

Walk participants through the Planning Form, explaining each field. Allow participants sufficient time to create actionable, measureable goals and plans. You may break the team up into pairs to work on one goal at a time or choose to have the entire group work together on each goal.

Plan Review (15 minutes)

Review plan as a large group. Are the goals SMART? Do they focus on changing staff behavior? Will they lead to an improved experience for youth participants? Have we considered challenges and resources?

If plans are complete and internet access is available, a designated team member can enter the plans into the online Scores Reporter.

Reflection (5 minutes)

Have participants think about how they feel about the teams improvement plan and the change process. What is their personal weather forecast (e.g. "I feel sunny with a chance of light showers."). You can either have participants explain their forecast or just state it without explanation.