

guiding staff in planning with data

The suggested Planning With Data Take It Back agenda provides you with objectives and a series of activities to support your staff in developing effective improvement plans, but there are some important logistical considerations that you should think about before the session.

1. Team Members
 - a. Have there been any changes since data was collected?
 - b. How will you make the best use of everyone's time? (building planning with data and improvement into existing meetings, events, and trainings)
2. Reviewing Data (Staff should review before the meeting.)
 - a. When will you distribute them?
 - b. Will you have them read them individually or as a group?
 - c. How will you frame the data?
 - d. How will you ensure that they know how to read the report?
3. Meeting Logistics
 - a. When will the meeting take place? (Ideally 2.5 -3 hours)
 - b. What scheduling information needs to be taken into consideration?
 - c. Where will the meeting take place?
 - d. What materials will you need? (Refer to agenda.)
4. Meeting Productivity
 - a. How will you ensure that the team stays focused and positive throughout the meeting?
 - b. What challenges do you anticipate?
 - c. How will you ensure that staff feel ownership over the planning process?
 - d. How will you maintain a focus on the point of service (i.e. making positive changes to improve youth experiences)?