



Strategic Planning Activity

Timing	Activity	Materials	Notes								
25-30mins	<p>Ask each participant to fill out the 5 Theme Evaluation Forms.</p> <p>These ask officers to rate how true they feel each “self evaluation measure” from the SFC framework is in relation to their Association/Institution.</p>	Copies of the five Evaluation Forms for each participant.	N.B. <i>For new Officers it may be worth running a session prior to this one in which you go through the framework document and discuss the themes and the self evaluation measures. Where officers lack understanding of what the statement entails they are less able to rate it accurately.</i>								
10-15mins	<p>Form into five groups</p> <p>Each group will take all the completed evaluation forms for one theme e.g. Group 1 has all “Shaping the life and work...” , Group 2 “Governance & Democracy etc</p> <p>Working through the forms they should record all of the responses given for each statement, for example:</p> <p>SLWC:</p> <table><tr><td>Respondent</td><td>Rating</td></tr><tr><td>1:</td><td>6</td></tr><tr><td>2:</td><td>7</td></tr><tr><td>3:</td><td>9</td></tr></table> <p>Once completed they can work out an average rating for that statement.</p> <p>(Sum of all ratings divided by total number of respondents = Average)</p>	Respondent	Rating	1:	6	2:	7	3:	9	<p>Completed Evaluation Forms ordered into Themes</p> <p>Flip chart Paper for recording responses</p> <p>Calculator</p>	
Respondent	Rating										
1:	6										
2:	7										
3:	9										



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15-20mins	<p>Each Group should record the average results on Flipchart paper and present to the overall group.</p> <p>The statements with the lowest average result should indicate an area where the association/institution is weakest.</p> <p>You can either:</p> <ol style="list-style-type: none"> 1. Simply select the four statements with the lowest scores from each theme to constitute your strategic aims. <p>Or</p> <ol style="list-style-type: none"> 2. As a whole group discuss the statements and select the low scoring statements that best reflect the manifesto aims of the officers. 	Flipchart paper	<p><i>There may be some opportunity to hold a discussion about why certain statements scored better or worse than others. We found that using this method threw up a couple of curve balls but which with discussion we opted to take forward as an aim for the year.</i></p> <p><i>We chose four statements per theme as that gave 20 Strategic aims. You may opt for more or less dependant on your association.</i></p>
15-20mins	<p>You may find it useful to prioritise these elements with regards to importance and urgency (useful for your operational plan).</p> <p>Take each statement/strategic aim and place it on a Importance versus Urgency Matrix.</p> <p>The more Important <u>and</u> Urgent an aim is the further up your Plan it should be.</p>	<p>Print and cut out theme numbers</p> <p>Flipchart paper with Imp/Urg matrix,</p>	