

## **TEAM MEETINGS FOR ACTION STEPS**

**Purpose:** To have teams apply what they've learned and create a plan for action.

**Materials:** Action sheets, postcards

**Time:** 30 minutes

### **Procedure:**

“The most important part of any workshop is not just whether you have fun or learn something while you are in the workshop but what you do with that learning. This next step is your chance to work as a team about what you will do together in your community. Many of you hope to share this training with others or hold a major event or recruit new youth or work with other adults. We would like you to work in your teams and come up with some action you will take as a result of this workshop. You may begin by just taking a moment to imagine what will happen in your community. What are people doing? Why is this significant? As a group talk through the questions on the Action Planning sheet and continue to create a timeline about who will actually be responsible for each step.”

Once they have had time to complete their action pages, then hand out the postcards and ask them to put on the postcards one thing they will personally do in the next two months as a result of this workshop. Have them address it to themselves and hand them in.

### **Discussion Questions:**

1. What are some of the actions you hope to take?
2. Who else do you plan to involve in this work?
3. What is one learning from this workshop that you included in your action plan?

### **Leader's Notes**

You will stamp the postcards and mail to participants in two months. Copy the postcards for your records and as a part of your evaluation.

**Leader's Notes**

## ACTION PLANNING



“Journey of 1,000 steps begins with a single step.” Lao Tzu

**Needs:** How could your community benefit from youth-adult partnerships? (Would having more youth on boards be helpful? What if youth were active in determining programs?) How could youth create a more livable community - one that youth identify as their own?

**Purpose:** What do you hope young people will get out of this?

**What - Overview:** Briefly, how are you going to accomplish your purpose? (leadership conference, training in the state ....)

**Who?** Is it just this group or others as well? Who are you going to need to approach to make sure this will happen? Other adults? Questioning other youth?

## **ACTION PLANNING**



**Timeline:** How long will this take? What are the different key times that need to be considered? If it is an event or events, when do you hope they will happen? Begin at the end to figure out when things need to get done.

**Materials/Budget:** Think about large issues as well as some of the small, such as a place to hold the event as well as the materials needed at the actual event. If it takes resources, where will they come from?

**Evaluation:** How are you going to measure whether you've met your purpose?

**ACTION PLANNING**



How - Specific Action Steps:

**Action Step**

**Who**

**By When**