California Health Professions Consortium
Pipeline Conference
October 13-14, 2010

“NOW WHAT?”
DEVELOPING YOUR ACTION PLAN

Bertha A. Dominguez, M.S., Education Director
University of California San Francisco
Fresno Latino Center for Medical Education & Research
TIPS FOR SUCCESSFUL
ACTION PLANNING

Be Inclusive:
- Seek out key players with diverse viewpoints and backgrounds on the issue.
- Establish common grounds, respect and nurture partnerships

Manage Conflict:
- If the group is effective in attracting diverse views, conflict among members may result.
- Elevate the discussion to a higher level on which there may be a basis for agreement.
- Keep all in mind of the common vision, common ground
TIPS FOR SUCCESSFUL ACTION PLANNING (CONT’D)

Use Brainstorming Rules:
  ° Avoid judgments about ideas/suggestions.
  ° All ideas must be heard and noted without criticism

Be Efficient:
  ° Have an agenda or agree at the beginning of the meeting as to what will be accomplished within a set timeframe.

Communicate Products of Planning:
  ° Good planning will result in a useful product.
  ° Structure event planning session so that it results in a product, such as a list of issues or ideas.
  ° Distribute the product at the end of planning meetings.
Provide support and encouragement:

◦ Good planning takes time. Provide continuous support and encouragement throughout the process.

◦ Acknowledge the contributions of all participants, specially key leaders.

◦ Positive feedback feels good, particularly to those who are used to being criticized for their work.
• IDENTIFY THE ISSUE

• WHAT’S THE CHALLENGE?
BACKGROUND – What’s the history of the issue/challenge? Have other individuals or programs tried to address the issue/challenge? What was the result?

NEED – What’s the solution to the issue/challenge? What needs to happen to effectively address this issue?
EVALUATE THE ISSUE (contd)

CONSTRAINTS – What are some factors (i.e., financial, human, politics) that keep you from addressing the issue/challenge?

RESOURCES AVAILABLE – What resources are easily and readily available and accessible right now to address the issue?

RESOURCES NEEDED – What resources are not easily and readily available and accessible right now to address the challenge/issue?
TAKE 10 BRAINSTORM

EVALUATE THE ISSUE

• IDENTIFY:
  ➢ BACKGROUND
  ➢ NEED
  ➢ CONSTRAINTS
  ➢ RESOURCES AVAILABLE
  ➢ RESOURCES NEEDED
CREATE GOALS

- Goals explain exactly what the intended tasks will be in order to fulfill the mission

- Goals are **action** oriented and define the who, what, where, and when
GOALS SHOULD BE:

- **SPECIFIC** - clear and concise
- **MEASURABLE** - outcome oriented
- **ACHIEVABLE** - attainable outcomes
- **REALISTIC** - practical and relevant
- **TIMEBOUND** - date for attainment
- **CHALLENGING** - requires extraordinary effort!

**S m a r t - c**
Identify one to three goals for your *ACTION* plan!
CONSTRUCT ACTION STEPS

MOST CRITICAL COMPONENT OF THE ACTION PLAN!

- List of solutions and activities that will address the issue (working goals to achieve the mission)

- When setting goals, remember your background, need, constraints, resources available and not available
LIST SOLUTIONS AND ACTIVITIES THAT WILL ADDRESS THE ISSUE

• Apply your background, need, constraints, resources available and not available

NEXT:

• Decide who will be responsible for carrying out the action
• Time by which the action might occur
• Intended outcome of the action
Questions?

Contact Information:

bdominguez@fresno.ucsf.edu