

Group and Personal Action Plans

IF action planning is part of the design, you may want to use action planning forms such as these. Be sure to think this through with your client in your planning stage - action planning is not recommended for a ½ day event, and is even difficult for a 1 day event - you want most or all of that time for emergent/divergent/creative thinking rather than convergent, 'therefore' thinking - and you may find that you can make decisions on what comes next in a follow-up meeting or online post-event after everyone has read and reflected upon the Book of Proceedings. In addition, be sure the participants also feel the need for action - if it is only the client who has a need for this you may find that action planning is a bit artificial and people do not move to take ownership of actions - because for example they were there to network and find each other but perhaps they did not have a need or an ability to do this work post-event. Also keep in mind that action planning is truly what is *needed* - it is what many typical meetings *include* but perhaps your client needs *accomplishments, achievements*. These are easily produced by the Open Space without action planning, and are evident and made tangible through the Book of Proceedings and the session notes that you may have posted all around the meeting room during the event. Having said all this, if you have a 1.5 or longer event, and if action planning is important, you may wish to use or adapt these forms. I tend to use the approach of reopening the space for people to announce action items they want to 'champion', and I give these forms to each convenor of a short (45-minute or so) action session - NOT a session to do all the next steps but instead a quick meeting to identify the hoped-for outcomes, steps to get there, what resources or other invitees are needed and just a few immediate next steps.

Group Action Plan

adapted from a form designed by Diane Gibeault, *Diane Gibeault & Associe.e.s/Associates, Ottawa www.cyberus.ca*

For this group action plan form, there can also be a Page 2 which is a pass-around sign-in sheet to collect participants' names and emails.

Topic: _____

Participants: *(Detach and circulate page 2; turn in both to Newsroom)*

For each result or recommendation:

What Desired end results	How Actions to get there ...	Who Lead person on each action item	When if appropriate: beginning date? status report dates? end date?
1.	-		
2.	-		
3.	-		
Who else do we need to enroll? (and who will take the lead on contacting them?)			
Resources Needed			
First Steps (Next 2 weeks)			Leader for this first steps phase:
-			email:
-			

Date of next meeting of this group: _____

Personal Action Plan

source: Diane Gibeault Diane Gibeault & Associe.e.s/Associates, Ottawa www.cyberus.ca

