



LEADing to Action

Session Three



Goals for this Session

- Complete a Plan of Action
- Establish an organizational structure
- Develop a communication plan
- Consider succession planning
- Establish practices for maintaining momentum



Opportunities from the Civic Forum

- [List the top opportunities from the forum]

Taking Action

OR:
Making a
Peanut
Butter
And
Jelly
Sandwich





Write a Clear Goal Statement

- **S**pecific
- **M**easureable
- **A**ttainable
- **R**elevant
- **T**ime framed

Make 1 peanut
butter and jelly
sandwich for each
person in this room
by [timeframe]

Three Elements of a Plan of Action

WHAT

- Needs to get done?

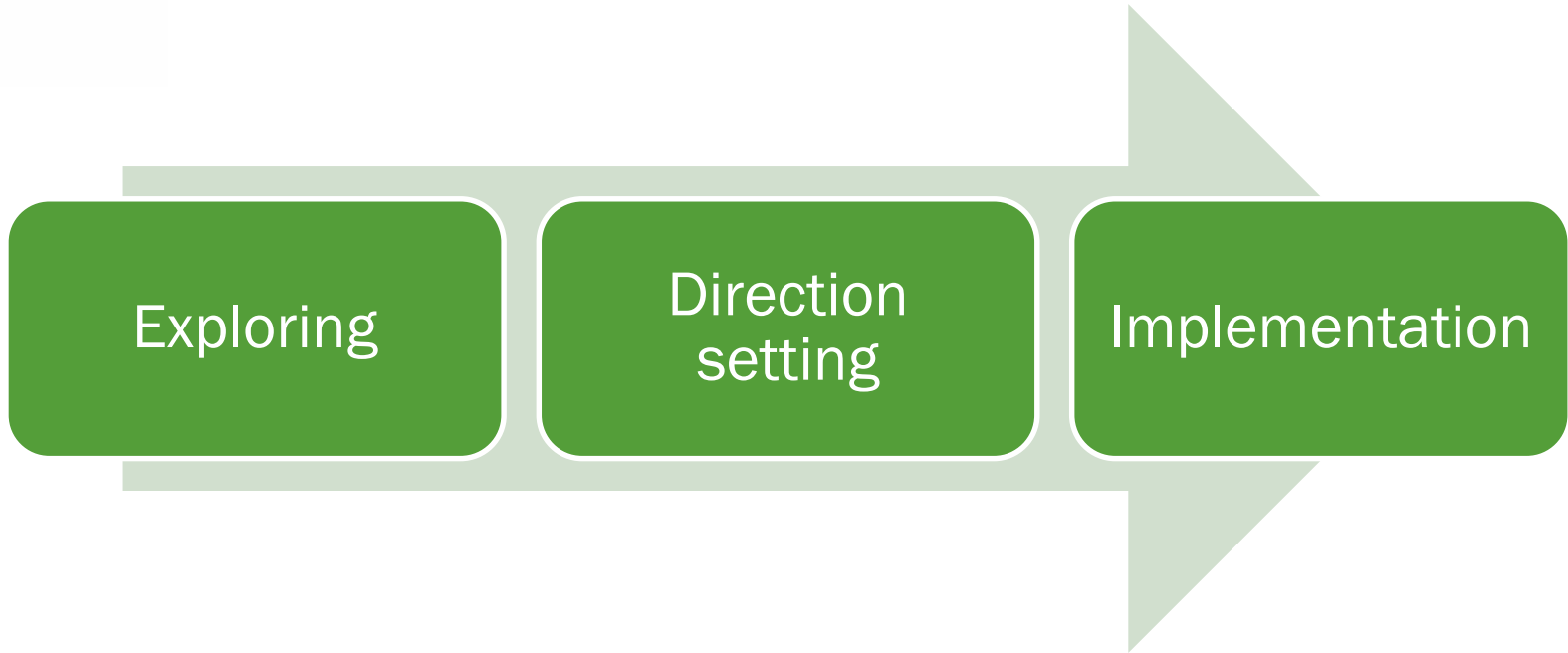
WHO

- Will take responsibility?

WHEN

- Will the task be finished

Where Are We?





Common Challenges

1 How will we organize this work to ensure implementation?

2 How do we maintain communication within the group?

3 How Do We Handle Turnover of Team Members?

4 How Do Keep the Momentum Going Over the Longer-Term?



Challenge #1: Organizing the LEAD Effort

Different models that work:

- One team leader with committee chairs
- Co-leaders with committee chairs
- Committee chairs form a leadership team

What approach might work best here?



Establishing a Meeting Schedule

- How often to meet face-to-face?
- Where is the best place to meet?
- When?





Challenge #2:

Communicating with the Team

- Purpose: To keep lines of communications within the team open
- Questions to guide the process:
 - How would participants like to receive information about this work between meetings?
 - What information do you want to share regularly?
 - Who will take leadership on communicating within the group?



Challenge #3: Establishing a Succession Plan





Challenge 3: Succession Planning

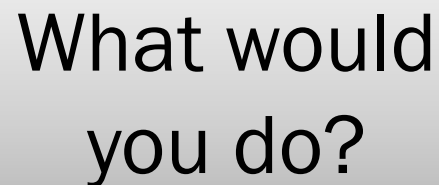


Emergency
Succession

Two
possible
situations



Planned
Departure



What would
you do?

Talent Development

- Develop a leadership readiness pipeline.
- Focus on building internal strength
- Train/mentor younger or less experienced team members.
- Look for community members that may be recruited to the LEAD team.



Replacement Planning

- Involves asking for volunteers willing to fill a vacancy
- May include a personal one-on-one appeal
- Improve the process by:
 - Having a job description to share
 - Examining roster of members and proactively target viable candidates
 - Providing mentoring opportunities





What Succession Strategies Should We Use?

INTERNAL
(within the team)

1.

2.

3.

4.

External
(outside the team)

1.

2.

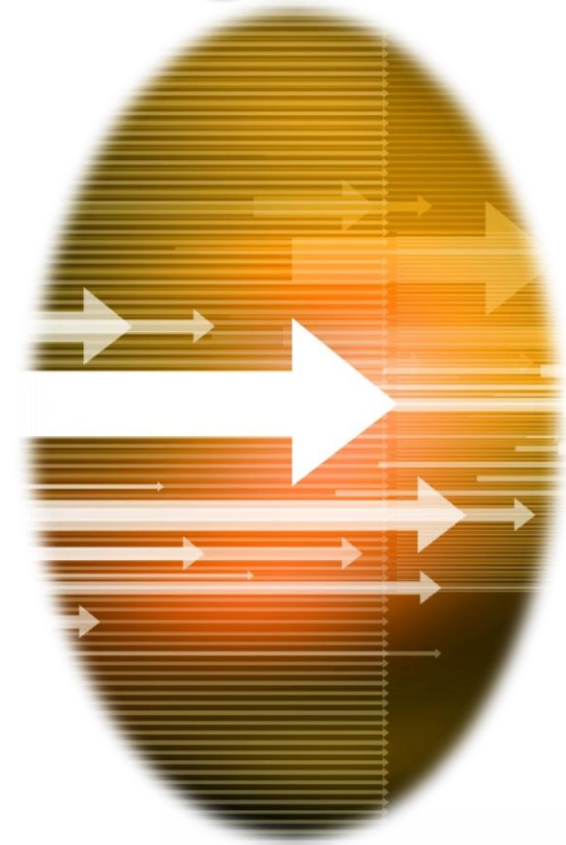
3.

4.

Challenge #4:

Keeping Momentum Going

- Use the Plan of Action to track progress
- Document progress
- Brainstorm strategies to address challenges
- Celebrate successes
- Keep local stakeholders informed of progress
- Continue climbing



Next Steps

- Meeting Plans
- Assignments
- Other Topics





Contact Information:



National Partners:

