

SERVICE PARTNERSHIP FOR CHILDREN OF HIGH CONFLICT FAMILIES

ACTION PLANNING STEPS **READ THIS BEFORE BEGINNING**

You have 1.5 hours for this exercise.

1. Follow one step at a time; do not move to another one until you finish the each step.
2. Each small group should write the name of the section they are working on at the top of each flipchart page, each page should be numbered. (for example II, Page 1., II, Page 2, etc.)
3. The purpose of this exercise is: **To delineate the steps needed to properly implement the items you are working on, putting the steps in chronological order.**
4. Take a few minutes to think individually about the steps you think are needed.
5. Assign one person to do the note taking on the post it notes and worksheet, write **VERY** clearly as it will all be transcribed.
6. **Do ALL the action steps first**, then go back and do the questions on implementation.
7. It is very important that you number each step and the steps be in the proper logical sequence, **DO NOT FORGET TO LABEL EACH FLIPCHART PAGE PROPERLY** and if the post its are not sticking, use scotch tape!
8. Before ending, pick a Reporter who will **summarize-** general thoughts only, not a list of all items-(5 minutes only) what the group did when we all get back together.

Sample of complete information (if time)

Action Step	Who is responsible	By when