

Planning 1

Materials: Large sheets of paper and markers, copies of Planning handout and A Vision for NA Service.

If possible, set up the room so that members are sitting at tables of 8 to 10 seats.

Ask members to sit with other members from the same geographic area.

Introduction – Collaboration and Our Principles

5 minutes

Collaboration

Open the session with a short discussion on the importance of planning and collaboration

- **Collaboration is working together to achieve a common goal.** One way to think of the word “collaboration” is “**co-labor**”.
- Collaboration is like a link in a chain – We are stronger and more effective together than we are individually.
- Planning is working toward our common goal together helps us to achieve A Vision for NA Service.

A Vision for NA Service

Planning is one way to help us realize our Vision. Remind everyone that there is a copy of this on the tables. Ask a volunteer to read the Vision from their handout.

What is Planning?

15 minutes

Why Plan?

- Planning encourages us to take a fresh look at the routine and essential services currently being provided, and discuss ways to improve them.
- Planning can also more meaningfully involve groups in the authority and responsibility they have for NA services.

Planning Basics/The Planning Cycle

Referencing the handout, introduce the 4 steps of the planning cycle, and briefly explain them.

1. **Gathering information**
2. **Identifying and prioritizing issues/ brainstorming goals and solutions**
3. **Creating project plans**
4. **Monitoring and evaluating**

Seven Planning Components

The Area Planning Tool identified these seven important components of the planning process. You will see these embedded in the previous four steps.

1. **gather information**
2. **list the issues**
3. **develop goals (identify “what,” not “how”)**

4. **prioritize goals**
5. **create approaches (actions to reach goals)**
6. **prioritize approaches (a second look)**
7. **develop action plans**

It is helpful to have these listed on a sheet on the wall for reference throughout the session, these are our road maps

Large Group Planning Exercise

25 minutes

Large Group Planning Exercise

A quick walk through of the planning process to give everyone a feel for how it can work.

Brainstorm and prioritize issues (5 minutes)

- Brainstorm a short list of issues that are affecting the local community.
- Prioritize a single issue, write it on a large sheet of large paper and put it on the wall.

Brainstorm and prioritize goals and solutions (5 minutes)

- Brainstorm a few goals for the issue and prioritize one of them.
- Brainstorm a few solutions to achieve the prioritized goal. Prioritize a single solution

An example of an issue, goal, and a solution could be as follows:

Issue—No trusted servant training

Goal—All trusted servants are trained to fulfill their service commitments

Solution—Organize a trusted servant training and learning day

Create a project plans for the prioritized solution (5 minutes)

Remind everyone that project plans need to contain the **what**, **who**, **when**, **how much** and **who monitors** for each project. Add the details to the sheet with the issue and solution

Discussion / Feedback

30 minutes

Resources

Let everyone know that there are a number of tools to assist with local planning available at na.org

- Service System Project material
- Planning Basics