

GROUP PLAN

Workshop Manual

This manual has been designed to help Groups within Scouts SA to take the stress out of planning and produce a Group Plan in an enjoyable and easy way.



Using this Manual

This Manual has been designed to help groups undertake a planning exercise to develop a Group Plan.

There are five modules, each one an activity (see chart on next page). They can be done as a single workshop or split across several group meetings / sessions eg as a regular item on a group committee agenda.

The Activities

Each module is an activity. For each module you will find a page that gives details on what the expected outcomes of the activity are, suggestions on how to undertake the activity, and some example outcomes you might expect to get.

Each module corresponds with a section of the Group Plan and the results of each activity can be transferred to the Group Plan template to produce your final Group Plan.

The Process

The process has been designed around 'youth led, adult supported', where we look to our youth to give us ideas as to why they want to be part of Scouts and what they value about being part of Scouts. This helps us to focus our planning on those things that are important to youth having fun and developing during their time as part of the Scouting Movement.

Good Planning

Remember good planning relies on a few key things

- Having fun
- Taking your time
- Robust small and large group discussion
- Allowing everyone to have input
- And above all developing realistic actions

Good Planning for Scout Groups

Two other key things for a Scout Group are

- Using the information in the most recent Best Practice Checklists your Group completed, or completing them if you haven't done so yet. This feeds into Module 3 when looking at the Issues the Group faces.
- Making sure your plan is consistent with your District's plan. Refer to it in Module 4, when developing your Goals. The District's Plan should be consistent with the current SA Branch Plan.

Monitoring and Reviewing your Plan

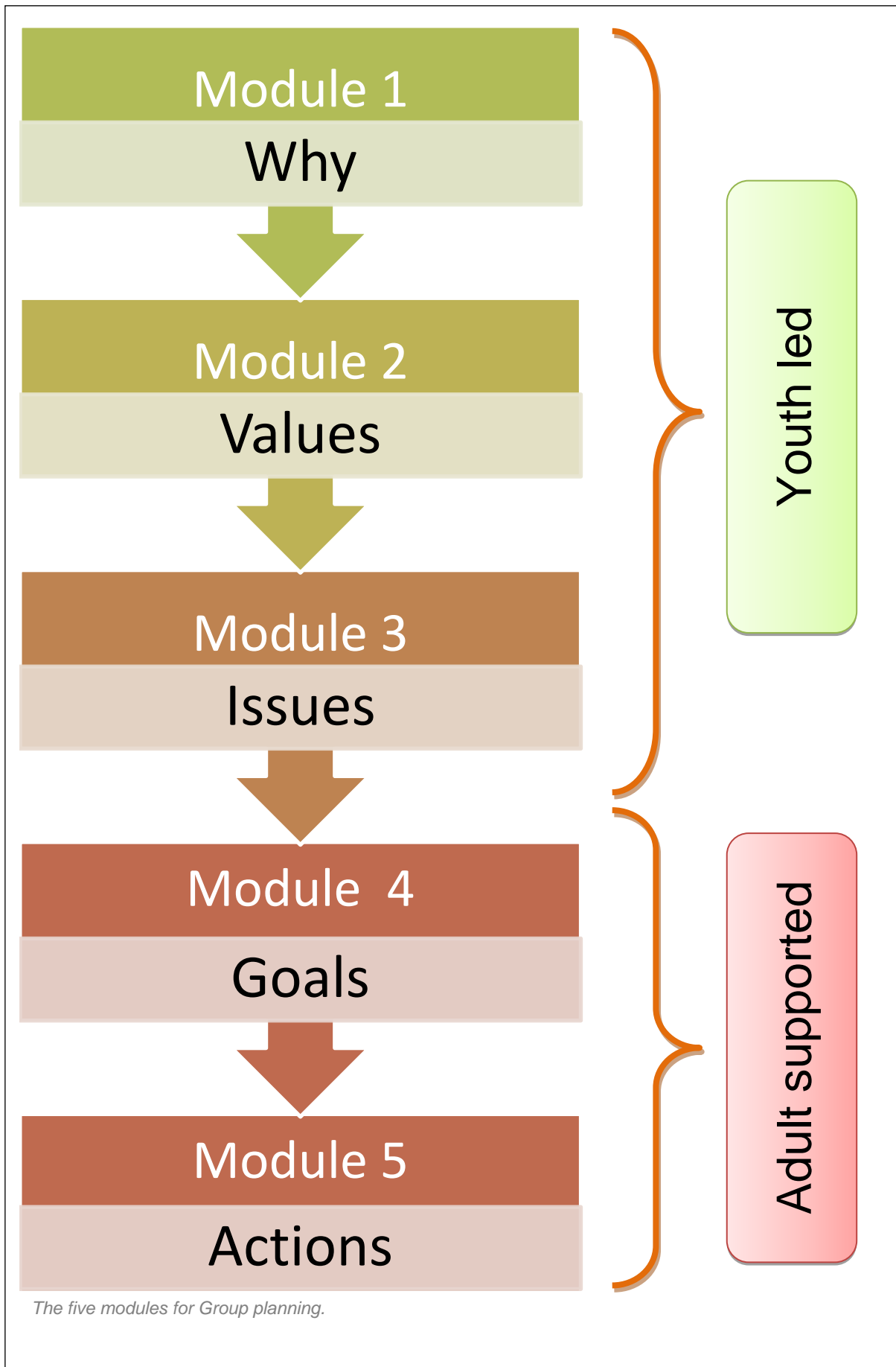
Progress with your Group's Plan should be an agenda item at every Group Council and Group Committee meeting:

- Record completed actions
- Celebrate progress, and let the parents know too
- Follow up outstanding actions

Every 12 months Your Group should review and update its plan

Further help

Each District in South Australia has trained team members who can help with development of your Group's plan. If you feel you need further help with the process or anything to do with Group planning contact your District Commissioner and District Team for help in the first instance.



What's it about?

This activity is known as the 5 Why's. By asking the repeated question why (yes like a 4-6-year-old), we make ourselves think harder about the real reason for doing things. Understanding why someone does something lets us understand their motivation and what we need to enhance or increase.

Our youth are the key reason why we are here so it is important that we hear from them why they are here to ensure our Group Plan is set on the right course.

Key outcomes from this activity

To develop 5 key reasons why youth love to come to Scouting and our Group.

Activity sheet supplied as Appendix 1.

How to undertake the activity

Youth (about 10 minutes for the activity)

Get your youth together on one night or at a special group event and run this simple activity. It is a great activity to get the older youth eg Venturers to run it with the Scouts or Cubs.

Using the activity sheets provided, or Post it notes, get the youth members to record their why answers to the one of the following statements:

I like being part of our Scout Group - WHY?
I like being part of Scouts over other activities – WHY?

Adults

You should also do this separately as a group of Adults (Leaders and committee). It's good check on how in touch you are with what your youth are thinking. Remember: youth led, adult supported

Other ways to run the activity

Maybe it can be run as a why relay where youth are split into groups and each need to run to a board and put a why answer up.

Or you can split into small groups and come up with group why answers.

Transferring the results to the plan

Once everyone has finished the exercise arrange the sticky notes or slips of paper so everyone can see them. Discuss as a group which ones you feel best suit your Group. Select the top five responses. If there is vigorous discussion around this a simple 3 dot voting system can be the best way to establish this. If you end up with 4 or 6 don't worry.

Transfer these final statements to the Group Plan template.

Examples

Some example WHY statements might be

- Because we have great equipment and do fun things
- Because our program is all outdoors
- Because we have great Leaders
- Because I like seeing my friends

What's it about?

What we value is important in planning because if the things we value are similar in nature then we will be working towards the same goal. The reason we are involved in Scouting is we share a similar set of values. By establishing our values for the Group, we can begin to understand what risks there might be to these values and what actions we need to take to ensure we uphold our Group values.

Key outcomes from this activity

To establish a list of what we value that members of our Group share.

Activity sheet supplied as Appendix 2.

How to undertake the activity

Following on from the Why activity, keep the momentum going to complete this next activity.

Youth (about 15 minutes for this activity)

Using the activity sheets or by writing on A4 sheets of paper or a white board or Post it notes, get the youth to discuss what they value about the Scout Group they belong to.

Some prompt questions

- What do you value/like about our Scout Group?
- What do you value/like about the people who are part of our Group?
- What do you value/like about the Group atmosphere that exists?
- What do you value/like about our Scout hall and grounds?
- What do you value/like about our program that we run?
- What do you value/like about the equipment we have as a Group?

Discuss the values that are put forward so that you fully understand them.

Using sticky dots or ticks etc have a vote on what are your top 5-6 values as a Group.

Adults

As with Module 1, also do this activity separately as a group of adults. It's a good check on how in touch you are with what your youth are thinking. Remember: youth led, adult supported

Transferring the results to the plan

From the list produced select around 6 values that the Group agrees best reflect the Group's values. Transfer these to the Group Plan template.

Examples

Some examples of values

“we value the strong membership numbers our Group attracts”

“we value the great leadership of our Leaders”

“we value the great equipment we have for our youth for doing activities”

“we value the strong financial position our Group is in”

What's it about?

Issues are the things that make it difficult for the Group to be as effective as we'd like, especially in continuing to fulfil the 'Why' responses (of both youth members and adults) identified in Module 1, and the 'Value' responses (of both youth members and adults) from in Module 2. Think about issues as 'What we could/should be doing better'. They are what should make us take action as a Group.

Key outcomes from this activity

To establish a list of issues for our Group, that we can create goals from and actions around.
Worksheets supplied as Appendix 3 (for the adults).

How to undertake the activity

Youth (about 10 minutes for this activity)

Now they have said lots of positive things about the Group, get them to discuss what issues they are aware of that threaten to spoil their enjoyment. Using sheets of paper, a whiteboard or Post it notes, get them to write down what they think. Remind them about what they wrote down when you asked them 'Why' they like Scouts and what they 'Value' about it.

Adults

As with Modules 1 and 2, also do this activity separately as a group of Adults, in pairs, or groups.

Remember that it's about what threatens the Group's current ability to keep fulfilling the responses of both youth and adults in Modules 1 & 2. Think in terms of the key areas of the Group's Membership, Facilities, Finances, Program, Equipment, Operations and Group Life. Your latest BP Checklists already identify key areas of weakness. It's what they are for! So use them here for the issues.

The activity sheets are for the Adults. As a whole group discuss the issues identified and try to prioritise them. How urgent are they are and how important are they? Establish a group consensus for the top 1-2 (no more than 3) issues for each area. People can vote with sticky dots or ticks.

The adults may well think of different issues form those the youth members come up with. But always remember: Youth led, adult supported.

Other ways to do this activity

For the adults, set up stations around the hall to represent the 7 key areas and get groups to move between each and list on a white board or big sheet of paper the issues they think of.

Write each issue on a A5 sheet of paper and put up in the entrance to the hall, have parents and youth put dots on what they see as the top 3 issues for the Group.

Transferring the results to the plan

Using the key areas (Membership, Facilities, Finances, Program, Equipment, Operations, Group Life), transfer the top 1-2 (no more than 3) issues to the Group Plan template.

Examples

Membership – we don't have enough Leaders to be sure we can always run the program

Facilities - the outside security light doesn't work

Finances - some of the activities we want to do are too expensive

Equipment – it's sometimes left in a state where it can't be used next time because it's broken or dirty

What's it about?

Goals are important in life as they set a target for us to achieve, in the same way Scout Group goals are the targets the Group has. By establishing the Group's goals, we provide a common picture for all the Group to work towards. Both short and long term goals are important in planning for action.

Short term goals are what you want to achieve in the next 12-months.

Long term goals are what you want to achieve in the next 1-3 years.

Key outcomes from this activity

Establishing key short- and long-term goals for the Group

Worksheet supplied as Appendix 4.

How to undertake the activity

Reflecting on the prioritised issues from the last activity and the why and values statements of what the youth want, try to put the issues into groups with a similar theme. See over page for example.

In small groups or pairs discuss the groupings and set goals for the Scout Group to work towards.

Give the team a good 20-30 minutes for this exercise

Bring all the ideas back together as a whole group and discuss. Record ideas on a white board or on A4 sheets of paper. Using sticky dots, a vote of hands or ticks get the group to vote on their top 3-5 short and top 3 long term goals.

Ensure the Goals are SMART goals

To make sure your goals are clear and reachable, each one should be:

- **Specific** (simple, sensible, significant).
- **Measurable** (meaningful, motivating).
- **Achievable** (agreed, attainable).
- **Relevant** (reasonable, realistic and resourced, results-based).
- **Time bound** (time-based, time limited, time/cost limited, timely, time-sensitive).

They should also be consistent with your District's plan, so start this activity with a reminder of the current District goals.

Other ways to short list the goals

You may even wish to post these at the entrance to the hall and get parents and youth to vote on their number 1 short- and long-term goal each. This will allow you to get a wider view from the Group.

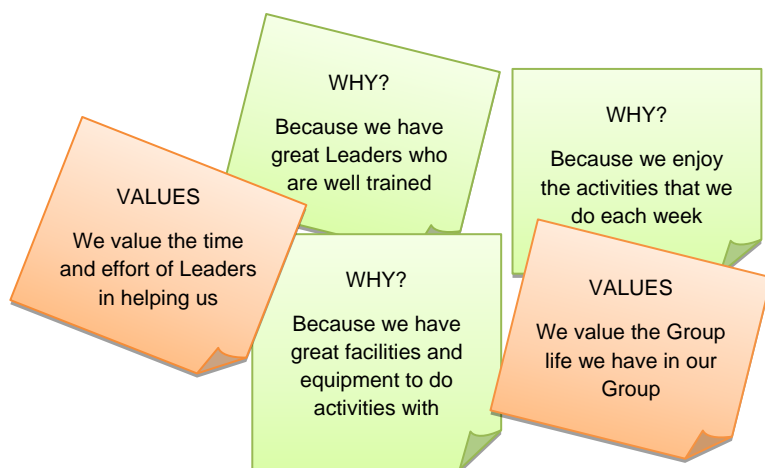
Transferring the results to the plan

Once the votes are in, select the top 3 short term and top 3 long term goals for your Group to work towards. Place the prioritised issues under the goal that they are best associated with.

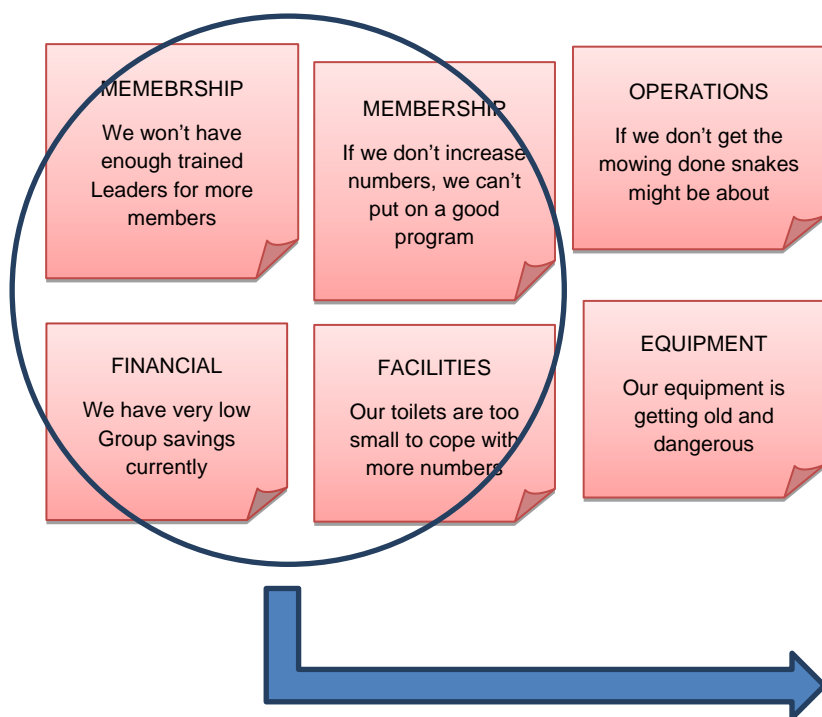
Transfer these to the Group Plan template.

Example - see next page

Example of setting the goals



Prioritised issues



Group these into a theme of
Increasing Membership

Goals for this might be

Short term

Increase our youth membership to 15 in each section by the end of third term

Long Term

Improve our facilities, retention rate and Leader training to open a second Scout Unit by mid-year next year

Module 5 – Actions

Adult supported

What's it about?

Actions are the doing things. They help us to overcome or mitigate the issues we identified and to work towards the goals that we have set.

Action plan - This is a plan with all of the actions listed. Each action has a person assigned to oversee the action and ensure work is getting done on it (not to necessarily do it themselves), a timeframe in which the Group agrees it should be achieved and, later, a record that the action has been completed.

Key outcomes from this activity

To create an action plan list for the Group to address its issues.

Template supplied as Appendix 5.

How to undertake the activity

As a group reflect on the issues we have established and prioritised.

Take each of these issues in turn (final issue statement may vary slightly from one that was first developed) and discuss actions that might be taken either to mitigate the issue that we currently have or to overcome it all together and move us towards our goals.

You may have just one action or there may be multiple actions to help address each issue.

Once we have some actions against each issue, we need to assign a group member to look after it and assign a date to get it done by.

Use the worksheet at appendix 5 to help with the process. Use one sheet per key area.

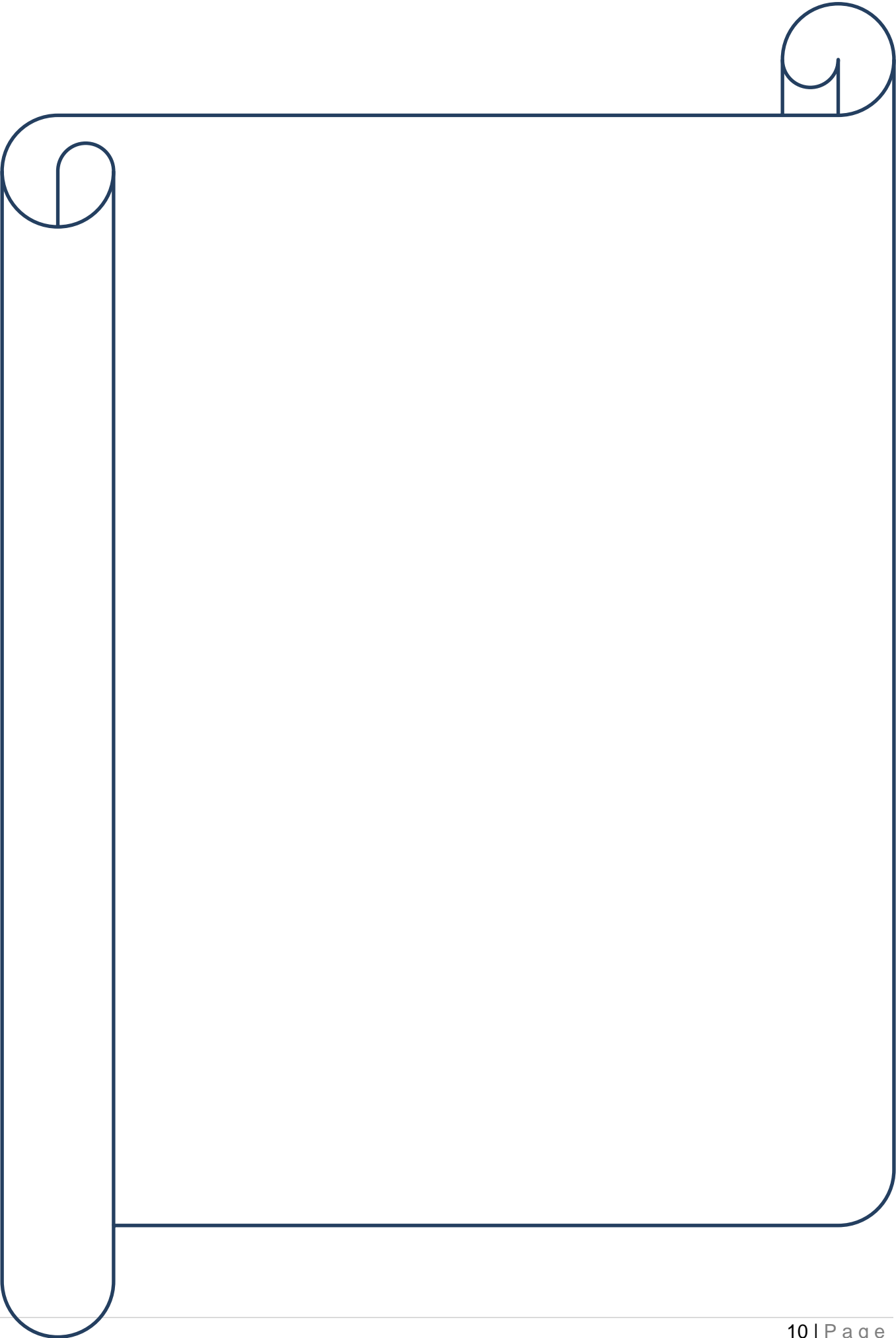
Transferring the results to the plan

Attach the appendix 5 worksheet to the plan

Examples

Short term goals	Issue	Action to address issue	Responsible person	Date to complete by	Date completed
Membership Increase youth membership to 15 in each section by end of term 3	The Group is not very visible or well known in the community	Hold a come and try day during the holidays for new youth	Bob N	Jan 2021	
		Have a stand at the Easter family fun fair in the park	Mary	April 2021	
		Send programs for all sections to the local schools to send out to families with come and try vouchers	Tim	June 2021	
Long term goals	Issue	Action to address issue	Responsible person	Date to complete by	Date completed





Consider our Group Issues**ISSUES**

WHAT ARE THE ISSUES THAT MAY IMPACT THE WHY STATEMENTS BOTH THE YOUTH AND THE ADULTS MADE?	<ul style="list-style-type: none"> •
WHAT ARE THE ISSUES THAT MAY IMPACT THE VALUE STATEMENTS BOTH THE YOUTH AND THE ADULTS MADE?	<ul style="list-style-type: none"> •
WHAT ARE OTHER ISSUES THE GROUP IS FACING?	<p>Think about Membership, Facilities, Finances, Program, Equipment, Operations, Group Life</p>

Using the issues identified on page 1 think about the following areas and put a top 2 or 3 under each

	Top 3 Issues
Membership	1.
	2.
	3.
Facilities	1.
	2.
	3.
Finances	1.
	2.
	3.
Program	1.
	2.
	3.
Equipment	1.
	2.
	3.
Operations	1.
	2.
	3.
Group Life	1.
	2.
	3.

Short Term Goals

Long Term Goals

Short term Goals	Issue	Action to address issue	Responsible person	Date to complete by	Date completed

Long term Goals	Issue	Action to address issue	Responsible person	Date to complete by	Date completed