PLANNING FOR IMPROVEMENT

ACTIVITY OBJECTIVE(S):   After this activity, participants will be able to
1. Explain the process of completing the Planning for Improvement section of the SHI.
2. Describe how an action plan is created.
3. List common steps in action plans for school health.

TOTAL ESTIMATED TIME: 50 min (60 min with optional activity)

MATERIALS:
- ☐ Planning for Improvement PowerPoint notes pages
- ☐ Practice Overall Scorecard handouts
- ☐ Practice School Health Improvement Plan handouts
- ☐ Flip chart
- ☐ Markers

PREPARATION:
- ☐ Make sure to use the PowerPoint file entitled **Planning for Improvement** for this part of the training.
- ☐ Make copies of Practice Overall Scorecard.
- ☐ Make copies of Practice School Health Improvement Plan.
- ☐ Arrange tables to facilitate participants working in small groups (or be prepared for participants to move into smaller groups).

Slides	Time	Facilitator Script	Facilitator Notes
Planning for Improvement 1	2 min	*The School Health Index includes two very important components: (1) the self-assessment process and (2) the planning process. You received a taste of the assessment process by watching me demonstrate the completion of Module 7 and by completing a portion of Module 1 in your small groups. When a school is completing the SHI, the team would similarly complete the other six modules. The SHI team may break into smaller groups to complete modules or work on it together.* *The next step is Planning for Improvement, which is a guided process of developing an action plan to implement changes recommended by the self-assessment process.*	🖥️ Open PowerPoint entitled **Planning For Improvement**.
Planning for Improvement 2-4	15 min	DEMONSTRATION: *Before we break back into your small groups, I'd like to continue our demonstration from earlier.*	🦮 Ask for audience participation to develop action plan and record feedback on flip chart paper.
Planning for Improvement 5	3 min	ACTIVITY INSTRUCTIONS: *Look at the handouts that I have given you. In a real SHI situation, the entire SHI team would come together and put the individual module scores on the Overall Scorecard. Since we don't have time to do all the modules today, your Overall Scorecard has some X's*	📝 Hand out Practice Overall Scorecards and School Health Improvement Plan.

Slides	Time	Facilitator Script	Facilitator Notes
		marked to represent fake scores from the other modules. You'll notice that I have left the row for Module 1 blank. When you break back into your small groups, you will insert an X in the box where your group's Module 1 score falls.	
		Then think back to some of your recommended actions from the Practice Module activity. Select one action that you would like to create an action plan for. You may want to first brainstorm the steps to complete this action on a scratch piece of paper, keeping in mind some of the tips we discussed in the Consensus Building portion of the training. Then order the actions and write them on your School Health Improvement Plan. Remember to also assign duties to members of the group and a deadline for each step.	
	20 min	ACTIVITY: *Begin!*	During the activity, walk around the room and assist teams.
Planning for Improvement 6	15 min	DEBRIEF: *Now, I'd like each group to present its action plan to the rest of us. Tell us which question your action comes from, and list the specific steps needed to implement the action.* (After each group presents its action plan) *Can anyone tell me if there are*	Facilitate discussion.

Slides	Time	Facilitator Script	Facilitator Notes
		any steps missing in this group's action plan? (After all groups present their action plans) *What common steps do you see among the action plans?*	
Planning for Improvement 7	10 min	(optional) DISCUSSION: ➢ *What was easy about this activity?* ➢ *What was difficult about this activity?* ➢ *Do you feel that the action plan your group developed is reasonable and feasible?* ➢ *Do you feel that your group is now well-equipped with a detailed plan to take action in your school?* ➢ *What was one barrier your group faced, and how did you overcome it?* ➢ *Now that you've had a little bit of experience with this, what advice would you give to a new user of the SHI?*	Facilitate discussion.