

COMP PLAN ACTION PLANNING TRAINING
May 14th 5-7:30 p.m. @ Bayfield Fire/EMS Hall

Agenda

Purpose: To train committee chairs and staff so that they are equipped to lead action planning by committees in June & July.

Part 1: Introduction (20 min.)

- Review purpose & expected outcomes of the training
- Review agenda
- Where are we now and where are we going?
- What are we asking you to do? By July 31, submit a handful of priority implementation actions from your committee to Mayor.
- What should we keep in mind as we proceed? Key Principles to Consider:
 - Health in All Policies
 - SMART Guidelines
 - Promote communication across committees

Part 2: Identifying Connections Between Goals/Objectives and Committees

(Group Exercise 30 min.):

- **Purpose:** to identify goals/objectives that a committee would focus on for action planning; and to recognize that goals/objectives connect with multiple committees.

Part 3: Developing Implementation Actions (60 min.): 2 examples; Group

- **Step 1: Identify connections** between Goals/Objectives & Committee: this enables each committee to identify where to focus their action planning.
- **Step 2: Review Actions from 2001 Comp Plan** for relevant goals/objectives
- **Step 3: Develop List of Potential Implementation Actions** for each relevant goal/objective
- **Step 4: Discuss & Select Priority Implementation Actions**
- **Step 5: Complete Worksheet** for each selected action

Review and Discuss the Process (20 min.)

Part 4: Moving Forward: Passing the baton to Committees (20 min.)

- Schedule & milestones (flow chart)
- Guidance & Materials for Chairs & Committees:
 - Flow chart
 - Guidance to Committees: Steps for Action Planning
 - Committees spreadsheet
 - Worksheet (to be completed for each priority action)
- Suggestions, Questions, Discussion to ensure all understand the next steps

Ready, set, go! THANK YOU!!!!!!