



## **Growing Guiding Action Plans**

Based on what we have discussed today here are some suggested aims to get you started...

- 1. To reduce number of Adults/Young People on Join Us over 21 days (possibly add in a percentage decrease you would like to see to make it measurable)**

Actions could include:

- Hold regular Join Us training
- Identify units/Divisions in difficulty and offer specific training
- Develop an escalation process for non-compliance

- 2. Open new Rainbow/Brownie/Guide/Senior Section unit in ...District/Division (to tackle large numbers of girls waiting to join)**

Actions could include:

- Find new location
- Organise high profile adult recruitment event
- Advertise in local paper
- Hold welcome event

- 3. Create new provision in ... District/Division to meet demand from a new housing development/new community**

Actions could include:

- Make contact with local community leaders
- Investigate potential locations
- Hold recruitment events/taster sessions

- 4. Enable cross border working**

Actions could include:

- Meet with counterparts in other areas to discuss waiting lists, provision etc.
- Hold joint recruitment events

- 5. Provide standardised induction and training for all new volunteers**

Actions could include:

- Review existing induction and training programme
- Develop standard welcome resources for new volunteers
- Develop volunteer training/induction programme and hold 'x' times a year

## **Top Tips for Action Planning**

**Know where you're going.** Successful leaders and professionals understand a simple core concept: if you don't know where you're going, you're likely to wind up anywhere.

**Be specific.** Not only must your goal be specific, but you must also create a specific intention as well as very specific tasks or steps that will move you toward the completion of that goal.

**Create measurable milestones.** Once you have a clear picture of what you're out to do, as well as what targets you will need to hit throughout the time span of the project, the next step is to create measurable milestones.

**Make a list.** Create a list and accompanying time line of specific action items or tasks to complete in order to hit those milestones.

**Break large tasks into smaller, more manageable chunks.** Some tasks or milestones may seem more daunting to achieve than others. That's when it makes sense to break larger tasks down into smaller, more manageable chunks.

**Put timelines on everything.** Without specific time frames and deadlines, work will definitely expand to fill the time allotted, and some tasks may never get completed.

**Create a visual representation - Once you've created your action items and set a specific timeline, the next step is to create some type of visual representation of your plan.** You might use a flowchart, a spreadsheet, or some other tool to do this.

**Plan your actions.** Have each person involved use their diary or smart phone to schedule their actions.

**Work your plan and don't Stop until it's complete.** Once your plan is established, shared with the team, and actions are scheduled, the next step is simple: take regular action and follow up with responsible parties to ensure that everyone is doing their part.

**Change the date if you must, but never give up on the goal.** Occasionally, circumstances or unforeseen events mean it is hard to meet deadlines, complete tasks and achieve your goals. If this happens, do not get discouraged - revise your plan and continue working to meet targets and move forward.