

PLANNING
WORKSHOP GUIDE



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LEARNING OBJECTIVES

At the end of the session delegates will

INTRODUCTION

This guide is designed for a manager or a facilitator to deliver a short workshop featuring videos from the Video Arts Wellbeing Essentials Series. Each video comes with a series of activities around the following structure:

LOOK – watch the video and reflect on the content and message.

THINK – activities and questions linking the video to their own experience and workplace

REMEMBER – a summary of the key learning points

Each section relating to the video will last around 15-25 minutes

PRACTISE – At the end of the series of videos there is a personal reflection exercise which will bring the learnings together.

FEATURED VIDEOS

- Celebrate small accomplishments
- The perils of over-planning
- The bias towards action

VIDEO 1 – CELEBRATE SMALL ACCOMPLISHMENTS

LOOK

THINK (10 minutes discussion)

What did that video make you think about how you approach your work?

Ask team members to share their thoughts and insights from the video.

What kinds of small accomplishments can you break your work into?

Ask team members to think about their bigger pieces of work. What small accomplishments could they break these down into? Are there 2 or 3 smaller accomplishments, which once achieved, would achieve the overall work?

PRACTISE (20 minute group exercise)

As a team, how could you openly share team member's accomplishments on a regular basis? Try and make them personal as opposed to generic 'team member of the month'. Try and get each person to share what they want their personal accomplishments to be and get team members to discuss how to praise that person for achieving their personal goals.

An activity like this helps build energy towards achieving those personal accomplishments. It will also be a useful way to engage teams and provide them with active support from team members in pursuit of their own goals as they're being openly shared with others.

REMEMBER

- Choose "process goals" over "outcome goals" – focusing only on a big distant goal means satisfaction is rare and short lived
- Break work into small accomplishments
- Keep a list to mark off each small win

VIDEO 2 – THE PERILS OF OVER-PLANNING

LOOK

THINK (10 minutes discussion)

What have you learned from that video that can help you in your work?

Ask team members to share their insights and discuss with each other what they learned from the video.

When is it worth developing full plans?

Help team members to understand that full plans are only needed for big projects. For most work needed to be done at work, a simple plan to get started is often enough, with additions and revisions done later.

What key information is needed for a simple plan?

Ask team members to brainstorm a list of the key information they'd need to have in order for a plan to be simple and enough to make a start.

REMEMBER

- Planning can be a sneaky form of procrastination
- Too much planning is a way of avoiding the fear of diving in
- Make the simplest plan required in order to make action possible, then act and revise as you go

VIDEO 3 – THE BIAS TOWARDS ACTION

LOOK

THINK (10 minutes discussion)

What does it mean to you to not regret making a decision?

Help team members to understand that if you were to look at the decisions you have to make and 6-7 out of 10 decisions were good ones, that's a significant number of good achievements.

How can we build confidence around making sure we make a decision which has a higher likelihood of resulting in a desired outcome?

Factors that can help with deciding on action involve:

- Doing some research to understand what's worked before and what hasn't
- Getting feedback from others about your intended action
- Having the boldness to just make a decision and see how it plays out

REMEMBER

- You regret the things you don't do, not the things you do
- Even if the things you decide to do turn out badly we tend to explain it away
- Don't fear making irreversible decisions: we tend to regret those ones less

PRACTISE (daily team exercise)

A powerful way to engage your team and help them put into practise the learnings from this series is to do this exercise each morning.

At the beginning of the day, ask everyone to come together in the office. Each person to answer the following two questions:

- Yesterday I achieved
- Today I'm going to achieve

When you first try this, people may be uncomfortable in doing this. What they'll quickly establish is that it's a highly positive and supportive way to share their small accomplishments and set tangible goals that they want to achieve at the end of each day. This will help team members feel that they are achieving things at work and hold them accountable to the team by openly sharing what they are saying they will achieve. It is highly supportive as team members are likely to collaborate and support each other in the achievement of their goals.

An alternative to this is to try start this once a week, and then move to a more regular way of doing the same.