



MODULE 6: PERSONAL ACTION PLAN ACTIVITY

PURPOSE OF THE ACTIVITY:

The purpose of the Personal Action Plan Activity is to refresh participants' enthusiasm for change when it begins to wane after returning from the training.

SUPPLIES NEEDED:

- 4"x6" index cards for each participant
 - A legal size envelope for each participant
 - A Personal Action Plan worksheet for each participant (Found in Participants workbook)
 - Flip chart and markers to record responses during processing
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ACTIVITY INSTRUCTIONS:

- 1) **Hand out index cards, envelopes and worksheets "My Personal Action Plan."**
- 2) **State:** Please fill out the responses to Items 1-3 on the "My Personal Action Plan" worksheet. For Items 4-6, please put your responses on the Index Card provided to you. Address the envelope with your name and the address where you would like to receive the action plans that you develop here today.
- 3) **Allow time for participants to complete items 1-6** of the action plan, watching to see that they record the answers as instructed. (*Approximately 10 minutes*)
- 4) **Process questions 1-3; write responses on flip-chart.**
- 5) **State:** Share your response to items 4-6 of your action plan with a partner (*allow time for sharing, 3-5 minutes*)
- 6) **Ask:** Who would like to share items 4-6 of their plan with the large group?
- 7) **Process items 4-6; write responses on flip-chart.**
- 8) **State:** Place your Index Cards with your responses in the self-addressed envelope, seal and hand to the Trainers.
- 9) **Mail envelopes to participants** so they receive them approximately 30 days from the end of training.

My Personal Action Plan

Items 1-3: Write your responses on the worksheet

1. Identify one area in which your awareness or knowledge has been enhanced as a result of this training.

2. Identify one area that your skill level has improved as a result of this training.

3. Identify one area where you will use your enhanced awareness and apply your improved skills in your casework practice.

Items 4-6: Write your responses on Index Cards.

4. As a result of this training, identify an area that you would like to continue to work on enhancing your knowledge and improving your skills in order to increase the quality of your casework practice.

5. Identify ways or steps that you can take that will assist you with achieving this goal.

6. Develop a timeline for the next 30 days that will put your “Action Plan” into ACTION!!

