

# Building Dynamic Groups



## Planning For the Future of Your Organization

This worksheet will help your organization compile the thoughts of many members in a way that encourages some thoughtful responses. This worksheet can be mailed to members or provided with some time for response during a meeting. The facilitator or team leader can then compile the responses and provide all responses back to the group without any names attached to the person who provided the response. Since the information provided is anonymous, the focus of the discussion can be on the direction(s) of the group, and not on the individual or organization from which the information was collected. Following the compilation, the group can review the information and prioritize issues. A strategic plan or a yearly work plan can then be developed by a core group of people based on the information provided by the larger organization.

1) Format the worksheet to include the mission of your group or organization and the logo if possible. Alter questions with the specific group or name so respondents can provide information that is focused, *i.e.*, “*Family and Children First,*” or “*the Youth Committee*”.

2) Mail worksheets with instructions, or provide worksheets in the meeting setting with some time set aside for completion of the worksheet. If mailing, don't forget to provide the respondent with information on where to mail it back to, by when and include information that their responses will be kept confidential and individual responses will not be provided to the larger group.

3) Compile responses in a timely manner and review with the entire group that was asked to respond. Some participants may wish to clarify a response or provide additional information. The entire group should be solicited to prioritize the issues found through this search. This can be done by the facilitator asking for the top responses found on the compiled sheets. After a general listing is made, ask each participant to mark the 3 or 4 top issues that will help this group accomplish its mission ( can be marked with markers, or, provide colored dots to people and let them “vote” with the dots – all for one issue, if they feel it is of that great of importance or spreading their votes out ). The prioritized list can then be referred to a subgroup to write the yearly plan of work or to develop into a strategic plan.

Reference: Stehulak, N. (1997).



# Planning For The Future For <Put the Name of your Group Here>



*What are the current strengths of the total <name your group here>?*

*What programs, activities and services could be set in place over the next 5 years?*

*What areas for growth would you recommend?*

*The office of <name your group here> could be more effective by...*

*What creative ideas for programming, even though not possible today, would enhance the quality of life for <name your clients or customers here>?*

*Place the mission of your organization here for participants to refer to as they complete this worksheet.*