

## Action Planning Exercise Overview

### Contents

#### 1) Outline for Presenters

- a. Talking points for the exercise
- b. Presentation notes that accompany the slides in the PowerPoint

#### 2) Workshop Evaluation Form

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- Each provider should have completed their initial NAP SACC assessment before arriving for the workshop.
- For sites with internet AND computer access for providers
  - The workshop facilitator will log into the demo account (User Name and Password: demo123).
  - Providers should log into their accounts.
- For sites with internet access ONLY (no computers for providers) follow the outline, and log into NAP SACC online when prompted.

### Keys to Success

- ↔ Adapt this activity based on the technology available, number of participants, etc.
- ↔ Keep your workshop(s) interactive with lots of discussion

## **ACTION PLANNING EXERCISE**

### **1) Action Planning**

Important Reminders:

- Each provider should have completed their initial NAP SACC assessment before arriving for the workshop.
- Goals should **ALWAYS** be developed from the results of the self-assessment.

### **2) Action Planning**

- You can get more information on how to use this online toolkit by selecting “Instructions” from the menu at the top.
- The feedback report provides a snapshot of Program performance in key areas as a result of any completed self-assessment:
  1. Go back to “Where You Are Now” and click on the “pie-chart icon” OR **[CLICK]**
  2. Go to the bottom of the Assessment Page and click on the “pie-chart icon”. **[CLICK]**
- You will be able to see how well your center is meeting best practices on this report.

(For sites with internet access

**GO TO [mihealthtools.org/childcare](http://mihealthtools.org/childcare) AND LOG IN AS “demo123”.)**

### **3) Action Planning**

After submitting a self-assessment, you can go to the action plan tool by clicking on the “Go to Action Plan” button OR

### **4) Action Planning**

Selecting “Action Plan” from the menu at the top

### **5) Action Planning**

- The action plan opens showing the list of “Actions for Consideration” by default.
- Potential areas for improvement will show up as:
  1. Best Practices **NOT** being achieved

### **6) Action Planning**

2. Areas in which the provider is doing more than the minimal standard/expectation **[CLICK]**
3. Best Practices nearly achieved

## 7) Action Plan Tool

### a) Select an action

- Each action is categorized by “Subject Area”. This is a way to link actions that may be addressed together. Providers should think about working on all of the actions in a “subject area”.

(The subject area in the example is “Play Environment”.)

- To help providers, discuss areas of interest for improvements.
- Some providers may have a very clear idea of what they would like to change, while others won’t and will need more guidance.
- Start slowly, these may be big changes; they don’t need to meet all the best practice guidelines this time around.

### b) Prioritize

### c) Write out the steps it will take to reach the goal

### d) Assign a lead person for the tasks related to this goal

### e) List the resources you will need

### f) Set the date you want to get started and the date you think you will reach your goal.

(For sites with internet access

**GO TO [mihealthtools.org/childcare](http://mihealthtools.org/childcare) AND LOG IN AS “demo123”.)**

## 8) Action Plan Tool

- Once you have successfully saved ANY information under “Actions for Consideration”, the action will be moved from the “Actions for Consideration” to the next step: “Actions in Progress”.
- Actions cannot be moved back to “Actions for Consideration”.

## 9) Potential Hurdle: Unattainable Goals

- To turn self-assessment results into goals and then into action items, program directors will likely need low/no cost ideas up front.
- Programs will likely have ideas that came to them when they learned about NAP SACC. To be most successful, goals should ALWAYS be developed from the results of the self-assessment.

# NAP SACC Staff Workshop Evaluation Form

Date \_\_\_\_\_

Please select your title:  Administrator/Owner  Assistant Director  Assistant Teacher/Helper  Coordinator  Director  
 Food Service  Manager  Teacher  
 Other \_\_\_\_\_

Please mark the topic(s) covered in today's workshop:  Childhood Obesity  Healthy Eating  Physical Activity

	Please rate your agreement with each statement.	Comments/Insights/ Something new you learned
The workshop learning objectives were clear to me.	<input type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No	
The content of the workshop was related to the learning objectives.	<input type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No	
The workshop was organized and the presenter effectively taught the workshop.	<input type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No	
I can see the connection between my self-assessment results and the list of actions for consideration.	<input type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No	
I am confident that I can develop an action plan with goals that are reachable.	<input type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No	
	Please mark all that apply.	Comments/Insights/ Something new you learned
I learned NEW information during today's workshop on the following topic(s):	<input type="checkbox"/> Childhood Obesity <input type="checkbox"/> Nutrition for Young Children <input type="checkbox"/> Physical Activity for Young Children	

1. Overall, please rate today's training:  Great  Good  Not good
2. If you agree with the statement "I learned something new from today's workshop experience", please share at least one example with us:  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Do you think NAP SACC will be worthwhile in creating and maintaining healthy environments for children in child care?  
 Yes  No

Comments: \_\_\_\_\_

**THANK YOU FOR YOUR FEEDBACK!**