

GROUP PLANNING SESSION DEVELOPMENT

11/30/11

NEWEST TRG LEADERSHIP TOOL

"Practical Means for Dealing with Difficult Times"

This section of our site features business tools and planning considerations designed to assist leaders for whom "just keeping up" is not good enough. These notes focus on sequences of thought and action intended to enhance the positioning of your group, both on a long and short-term basis.

Each week additional sets of Tools on a wide array of business subjects will appear. Your input is requested as to which Tools might be of interest to you. Requests will NOT create any form of obligation on the Reader who makes the suggestion, but will help us understand which subjects are of general interest.

Please check back weekly to review the next tool. Visit our [LEADERSHIP TOOLS ARCHIVE](#) for previous tools.

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Effective long-term planning for a group starts with a comprehensive assessment and then systematically proceeds through a well-established working sequence. Planning team selection is often an early step on the way to internal and comparative research, including the prospect of several short-term interactions to arrive a facilitated session agenda.

In the last weeks before a session, a critical set of focused activities will enhance the prospects for success for the larger planning:

- **Activity Set 1: Session Preparation** - Determine what preparatory work is needed for the session including:
 1. Selection of a planning Team that includes a full range of technical capabilities
 2. A review of the organization's planning development process to date
 3. Clarification of the range of results being sought from the planning session
 4. Familiarizing the group with the processes to be followed during the Facilitation Phase
 5. Assure that the logistics for the session are complete
 6. Confirm that the group understands to the nature of the session
 7. Assure that correct documentation has been distributed IN ADVANCE
- **Activity Set 2: Facilitation** - Lead the group through one or more facilitated sessions intended to:
 1. Assure common comprehension of specific effort
 2. Develop a successful common answer (e.g. draft strategic plan)
 3. Ensure that the outcome is understandable to the group
 4. Establish the outcome is one which the group intends to follow

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- **Activity Set 3: Documentation** - Compile the results of the activity and supply the organization with a comprehensive and easy to follow sequence, and in some cases leading to a short term conclusion and in others leading to a first year tactical plan (by example).

For additional information regarding GROUP PLANNING SESSION DEVELOPMENT, please visit our [Contact Page](#) and send us an Email or simply call us directly during East Coast business hours on our toll free number 1.800.97-REGIS (1.800.977.3447).