

**2018 VSOT - Vitallink
Facilitation Workshop**

Objectives

- To review the current situation and problems of organ donation and transplantation in Vietnam
- To choose the important and urgent action areas to achieve self-sufficiency in organ donation and transplantation
- To develop action plans to achieve self-sufficiency in organ donation and transplantation

Sheet for Personal Brainstorming

Vision

What do you want to see? What is the ideal states?

Reality

What is currently going on? What do you concern?

Choice

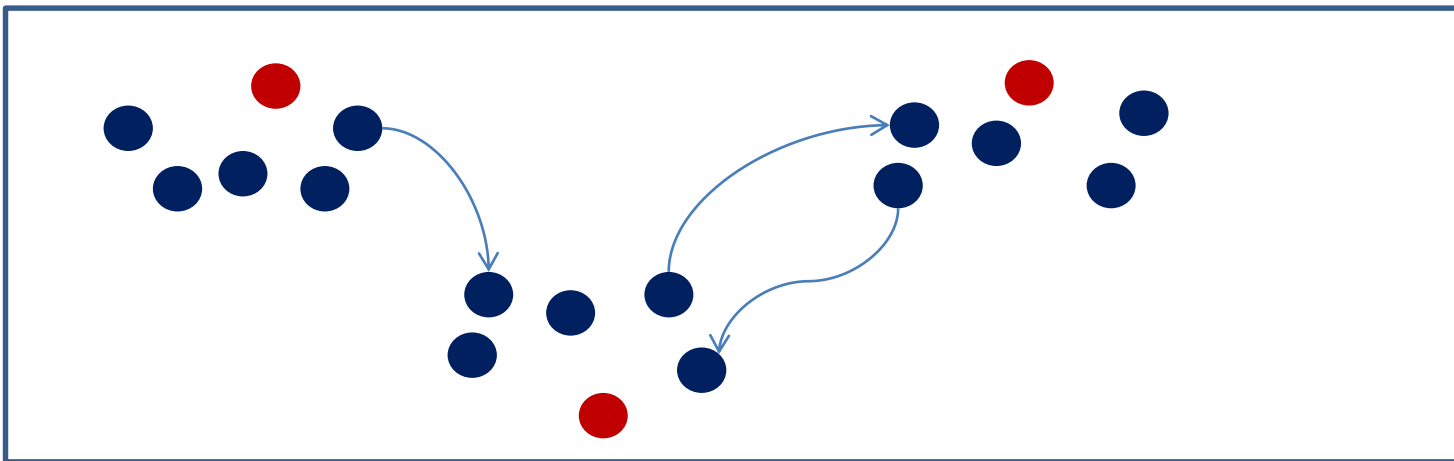
What do you want to do within 2-3 years? What choices do we need to make?

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Talk Party

Leader : As a talk-party host, you will listen to and record all the opinions of the guests visiting his/hers house.

Participants : As a guest, you can decide which talk-party you will go first. Whenever you have no more things to talk (cannot contribute to, or learn from the discussion), you may move to other talk-party.



Action Planning Worksheet

1. OBJECTIVE

Write in the name of the strategy.

6. POSSIBLE ACCOMPLISHMENT

Brainstorm possible accomplishments for this time period that build on the advantages and acknowledge the limits.

ADVANTAGES

LIMITS

2. STRENGTHS

In implementing this strategy at this time, we have the following strengths:

3. WEAKNESSES

In implementing this strategy at this time, we have the following weaknesses:

4. BENEFITS

In the future of implementing this strategy are:

5. DANGERS

In the future of implementing this strategy are:

7. MEASURABLE ACCOMPLISHMENT

Choose an accomplishment which

- is catalytic
- is realistic
- will have a substantial impact
- will inspire commitment and action.

Taking all the above into consideration, we are committed to the following measurable accomplishment by _____ (year/month)

PRESENT

FUTURE

Action Planning Worksheet

8. STRATEGY

Write the name of the strategy on this line.

9. MEASURABLE ACCOMPLISHMENT

Write the measurable accomplishment that you are committed to on this line(from step 7).

10. SPECIFIC ACTIONS

List the specific actions needed to complete the measurable accomplishment indicated above.

11. If there are more than ten actions listed in step 10 organize them into clusters that are similar in their action focus.

Each cluster should represent a distinct action step.

12. Number the actions in each cluster in the sequence that you will do them.

13. IMAGE/SLOGAN

Create a motivation image or slogan for this action campaign

Action Planning Worksheet

14. STRATEGY

Write the name of the strategy on this line.

16. ACTION TIMELINE

Divide the timeline into the appropriate number of blocks and write the actions (from step 12) that you have selected in the appropriate time-block on this timeline

15. MEASURABLE ACCOMPLISHMENT

Copy from step 7.

17. IMPLEMENTING TEAM

Who will be responsible for implementing this action plan? (at least one person in the planning group; name, not roles)

18. COSTS

Write the costs (time and money) of implementing this action plan on lines below:

MONEY _____

TIME _____

Action Planning Worksheet (Sample)

1. OBJECTIVE

Write in the name of the strategy.

Recruiting Hospital Volunteers

ADVANTAGES

2. STRENGTHS

In implementing this component at this time, we have the following strengths:

*we have a good track record
we have lots of patient needs
the job is rewarding
our board knows a lot of influential people*

LIMITS

3. WEAKNESSES

In implementing this component at this time, we have the following weaknesses:

*we don't have any budget to support volunteers
we don't have a volunteer supervisor

we don't have an obvious pool of possible volunteers to draw on*

4. BENEFITS

In the future of implementing this component are:

*Involving the community in the hospital so they have some ownership

meeting more patient needs

relieving some of the burden of nurses and other health care professionals*

5. DANGERS

In the future of implementing this component are:

*The unions could get upset if there are too many volunteers taking over their work

unsupervised volunteers could do harm to patients*

6. POSSIBLE ACCOMPLISHMENTS

Brainstorm possible accomplishments for this time period that build on the advantages and acknowledge the limits.

We could

have a really well-thought-thru plan for a new volunteer program to propose to the hospital board

have a hundred new volunteers

be ready to implement a new program

have held a volunteer recruitment meeting

have done a volunteer training session

7. MEASURABLE ACCOMPLISHMENT (MILESTONE)

Choose an accomplishment which

- is catalytic
- is realistic
- will have a substantial impact
- will inspire commitment and action.

Taking all the above into consideration, we are committed to the following measurable accomplishment by January 1 (date)

20 new well trained volunteers working

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Action Planning Worksheet (Sample)

8. OBJECTIVE

Recruiting Hospital Volunteers

Write the name of the component on this line.

9. MEASURABLE ACCOMPLISHMENT (MILESTONE)

20 new well trained volunteers working

Write the measurable accomplishment that you are committed to on this line (from step 7).

10. SPECIFIC ACTIONS

List the specific actions needed to complete the measurable accomplishment indicated above.

11. If there are more than ten actions listed in step 10 organize them into clusters that are similar in their action focus. Each cluster should represent a distinct action step.
12. Number the actions in each cluster in the sequence that you will do them.

1. *evaluate current volunteer program*
2. *design new program*
5. *recruit volunteers*
4. *write a news article*
3. *contact the Life editor from the Star about an article (Ed knows her)*
- 5a. *post an ad in the community newspaper*
7. *design a training/orientation program*
6. *talk with prospects*
6. *do background checks on new volunteer recruits*
8. *make decision about supervision of volunteers*
9. *do the training program*
10. *schedule the new volunteers*
11. *have a welcoming celebration for the new volunteers*

13. IMAGE/SLOGAN

Create a motivating image or slogan for this action campaign

"Have a heart, volunteer!"

Action Planning Worksheet (Sample)

14. OBJECTIVE

Recruiting Hospital Volunteers

Write the name of the component on this line.

16. ACTION TIMELINE

Divide the timeline into the appropriate number of blocks and write the actions (from step 12) that you have selected in the appropriate timeblock on this timeline.

Nov 3-9	Nov 10-16	Nov 17-23	Nov 24-30	Dec 1-7	Dec. 8-14	Dec 15-21	Dec 22-28
1. evaluate current volunteer program	2. design new program 3. contact the Life editor from the Star about an article (Ed knows her)	4.. write a news article 5. recruit volunteers	5. recruit volunteers (continued) 5a. post an ad in the community newspaper	6. talk with prospects 6. do background checks on new volunteer recruits	7. design a training/orientation program 8. make decision about supervision of volunteers	9. do the training program 10. schedule the new volunteers	11. have a welcoming celebration for the new volunteers

15. MEASURABLE ACCOMPLISHMENT (MILESTONE)

We will have 20 new well trained volunteers working by January 1

17. IMPLEMENTING TEAM

Who will be responsible for implementing this action plan? (at least one person in the planning group; name, not roles)

Ed (our director), sheila, Ahmed, Sam

18. COSTS

Write the costs (time and money) of implementing this action plan on lines below:

MONEY \$1000 for ads, training session food, celebration. The time is covered in our salaries and job descriptions.

TIME About 100 hours of staff time