

NIGP Chapter Strategic Planning Facilitation Template

****Date:****

****Facilitator(s):****

****Participants:****

1. Welcome and Introduction (10 minutes)

Facilitator's Opening Remarks:

- Welcome participants
- State purpose of the session: To establish clear goals, priorities, and action plans for the chapter over the next 1-3 years.
- Outline the agenda and timing for the session.

2. Vision and Mission Review (15 minutes)

Facilitator-led Review of Current Chapter Mission and Vision:

- Are these statements still relevant?
- Do they reflect the direction we want to head in over the next few years?

Discussion Prompt:

- What aspects of our mission and vision inspire you most?
- What changes, if any, would enhance clarity or focus?

3. SWOT Analysis (30-40 minutes)

Strengths, Weaknesses, Opportunities, and Threats Exercise:

- Strengths: What are our chapter's current strengths? (e.g., member engagement, training programs)
- Weaknesses: What challenges are we currently facing? (e.g., resource limitations, membership growth)
- Opportunities: What external opportunities can we leverage? (e.g., partnerships, funding sources)
- Threats: What external factors pose risks? (e.g., competition, economic challenges)

Group Activity:

- Divide participants into small groups to discuss each category.
- Each group presents their findings.

4. Key Strategic Priorities (45 minutes)

Identify Top 3-5 Priorities for the Next 1-3 Years:

- What are the most critical areas we need to focus on to fulfill our mission?
- How do these align with NIGP's broader goals?

Breakout Discussion:

- Assign priorities to small groups for discussion. Each group will define specific objectives, timelines, and potential metrics for success.

Questions to Consider:

- What actions need to happen to achieve this goal?
- Who should be responsible?
- How will we measure success?

5. Design Thinking Exercise: "Start, Stop, Continue" (30 minutes)

Purpose: Identify what the chapter should start doing, stop doing, and continue doing to improve overall effectiveness.

- Start: What new initiatives or activities should we begin?
- Stop: What activities or practices are no longer effective and should be discontinued?
- Continue: What activities are working well and should be maintained or expanded?

Facilitator asks for input, organizes feedback, and identifies key action items.

6. Action Planning and Accountability (40 minutes)

Create Action Plans for Each Priority:

- Define specific tasks, timelines, and responsible individuals.
- Consider short-term wins and long-term goals.

Establish Accountability Mechanisms:

- How often will progress be reviewed?
- What methods will be used to track and report on progress (e.g., quarterly check-ins, progress reports)?

7. Closing Remarks and Next Steps (15 minutes)

Summarize Key Decisions and Next Steps:

- Review the agreed-upon priorities and actions.
- Assign follow-up tasks and set deadlines.

Closing Statements by the Facilitator:

- Acknowledge participants' contributions.

- Confirm dates for next meeting or check-in.
- Encourage continued focus on the strategic objectives.

Facilitator's Checklist:

- ☐ Ensure all participants have materials and access to relevant data.
- ☐ Guide discussions to remain action-oriented.
- ☐ Summarize key points and decisions after each agenda item.
- ☐ Assign tasks with clear accountability and timelines.
- ☐ Collect feedback and ensure follow-up planning.