Training Module 5

**Delegate-Plan**

The Delegate-Plan module introduces the foundational elements of planning group activities, making and delegating assignments, and communicating for action. Using these tools helps clarify and encourage accountability.

# Your Learning Objectives:

* Communicate effectively as leader in a way that intensifies meaning, encourages action and accountability, and inspires.
* Develop confidence and skill in delegating and assigning work and following up
* Learn ways to lead group to set and manage to goals and plans and to successfully achieve results
* Learn to communicate for action
* Explore ways to:
  + recognize phases of group development
  + encourage learning and growth through assignments, coaching and acknowledgement
  + engage advocate group in planning and setting goals
  + hold group and group members accountable

**Your Learning Sequence:** (to be completed in 3 weeks)

* **Overview of Learning Plan**
* **Review "Group Dynamics, Goal-setting, Planning, Delegation, Accountability – All for Results"** This document will help you achieve the objectives below:
  + **Group Dynamics –** When you add or lose a member of your group, it becomes a new group.
  + **Goal setting and planning -** Set expectations with advocates. Set individual and group goals to plan and achieve great outcomes.
  + **Delegation/Assuming Accountability -** Match assignments to readiness of advocates. Vary advocate assignments over time to develop transferable skills and maintain interest and challenge and to build bench strength.
* **Review “The Speech Acts” by Seven Stones Leadership.** This document will help you achieve the objective to communicate to produce results.
  + **Communication that Produces Results -** Make clear and specific requests with purposes and context. Use requests to take on/commit to actions; review results.

# Practice effective goal setting, delegation and communication for action in group meetings

* + Welcome and Agenda for Meeting
  + Check-in
  + Review successes, achievements and progress on commitments
  + Describe new work and collaborate to determine approach
  + Organize assignments going forward
  + Review next steps and commitments
  + Appreciation and thanks

# Review / learn Advocate roles and tasks to:

* + Orient new advocates and provide appropriate assignments
  + Develop and advance advocates at increasing levels of engagement. Intentionally make or change assignments to build depth in group and progress advocate skills.

# Participate in weekly group leader meetings led by Regional Coordinator

# Fellow group leaders get as much out of your participation and insights as you do theirs. Utilize the group leader meetings to glean information, ask questions, coach each other, and offer support and camaraderie.

* **Note to participate in annual January group planning**
  + January is often a time of year for fresh calendars, fresh ideas, and fresh resolve. Use this energy to enrich your start-of-the-year plans. Watch for the annual planning guide to be shared.