

# PROCESSES



## Sharing the Load

### Purpose:

To familiarize staff or parents with the school's action plan and to spread responsibilities of the action plan among all stakeholders.

### Materials:

- Copy of current action plan
- Chart paper
- Markers
- Stickers

### Time for Process:

- 30 to 45 minutes

### Pre-process Steps:

1. Write each of your school action plan goals at the top of a large piece of blank chart paper (one goal per page).
2. Divide each page into two columns. Label the left column *Activity* and the right column *Responsibility*.
3. For each goal, write down all the activities from your action plan in the activity column. Leave some space between each activity.
4. Repeat the process for all goals. Note: you might need more than one piece of chart paper for each goal depending on how many activities are listed in your action plan.

### Process:

1. Divide participants into small groups of 2 to 3 people.
  - a. Give each group some stickers and ask them to place a sticker under the activities they feel are effective.
  - b. Encourage groups to add activities in the empty boxes that they would like to see added to the action plan.
  - c. Once all groups have reviewed the activities, discuss as a larger group the activities that received the least number of stickers to determine if these activities should be kept or discarded. Cross out discarded activities.
2. Continue to work in the small groups.
  - a. Ask each group to return to the activities with the intent to take responsibility for leading that activity or a portion of it.

- I.e., Implement Monthly Campaigns: responsibility may include organizing students to read campaign announcements, creating the campaign bulletin board, participating in all activities associated with the campaign, or teaching the topic in depth during health.
- b. Individuals will write their name next to the responsibility that they will commit to for that activity. The commitment can be either to lead it or be responsible for a small portion of it.
  - c. Continue until all the activities have been addressed.
3. Bring all participants back together.
- a. Debrief the activity. Demonstrate that the action plan is designed to be the action plan is responsibility of the **whole school community (administration, teachers, parents and students)**, rather than a few people if there is to be impact. Initiate conversation with questions like:
    - Are there people who may not be in the room, who would could support the activities? If so, how can they be contacted?
    - Are there some activities that had little involvement? Are they going to be achieved? Should they be eliminated? If activities without committed engagement are to be kept, how will the activity and responsibilities be adjusted to ensure that the goal is met?
  - b. Establish a plan to implement an activity that no one has taken responsibility for.
    - Will the activity be removed from the action plan?
    - Can the activity be modified to make it less of a commitment for someone to take on?
    - Will others outside of the room be approached to take on the responsibility? Who will approach them to confirm commitment?

**Next Steps:**

1. Other stakeholders are approached to take on responsibilities.
2. School health facilitator or champion updates the action plan and adds the names to partners section of the action plan.
3. The action plan is shared with parents, students, and staff at the school.