

London Culture & Sport Improvement Programme

Working Together Towards Excellence

'Planning & Implementing the Improvements' Workshop

Overall Aim

To ensure that people have the knowledge, skills and techniques to lead and challenge teams in their organisation (or within a peer organisation) to plan improvement activity, which will lead to sustainable improvements in the way the organisations work. The workshop will also have a positive impact on the wider personal development and leadership capability of the people taking part.

NOTE: Before the Workshop, there will be an optional session to provide practical support for completing Self-Assessment and Peer-led Challenge

Workshop Goals

The delegates will leave the workshop with the following:

1. Clear understanding of how to complete Self-Assessment and Peer-Led Challenge
2. Enhanced knowledge and understanding of the concepts, beliefs and techniques of 'Non-directive Coaching' and continuous improvement
3. Skills and techniques to lead and challenge 'change goal' sessions, improvement planning and improvement teams within your own and your peer organisation
4. Draft change goals and improvement plan
5. Enhanced understanding of 'best practice benchmarking' techniques
6. Outline plans of how the Local Improvement Network will support learning, development and improvement events arising from the Self-Assessment and Peer-Led Challenge
7. Initial plans for the next cycle of Self-Assessment, Peer-Led Challenge and improvement planning

Style of the Workshop

The Workshop is delivered using a coaching style (i.e. not a traditional 'training' style). This means that there is only a small amount of formal presentation and imparting of information; the Workshop mostly comprises challenging discussion and practical work. Delegates will work with their real areas for improvement established through Self-Assessment.

Workshop Content

- 1 Blue section: Optional session to provide practical support for completing Self-Assessment and Peer-Led Challenge
- 2 'Planning & Implementing the Improvements' workshop

Timings	Topic	Type of session
09:00 – 09:15	<i>Arrive and refreshments for those attending the optional session</i>	
09:15 – 10:00	Self-Assessment and Peer-Led Challenge <ul style="list-style-type: none"> • Questions & answers on Self-Assessment and Peer-led Challenge • Planning your Peer-Led Challenge 	Group discussion
Timings	Topic	Type of session
09:30 – 10:00	<i>Arrive and refreshments for those not attending the optional session</i>	
10:00 – 10:30	Introduction, Context and Goals <ul style="list-style-type: none"> • Workshop goals and style • Reminder of the London Culture & Sport Improvement Programme and the role of the local improvement network • Competencies • The concepts and beliefs of 'Non-directive Coaching' 	Presentation
10:30 – 10:45	Setting 'change goals'	Presentation
10:45 – 11:00	<i>Break and refreshments</i>	
11:00 – 11:30	Setting clear & compelling change goals	Group exercise 1
11:30 – 12:00	Effective improvement planning	Presentation and group discussion
12:00 – 12:45	An Improvement Planning Session	Group exercise 2
12:45 – 13:30	<i>Lunch</i>	
13:30 – 13:45	Improvement planning – key learning points	Group discussion
13:45 – 14:00	Improvement Teams	Presentation
14:00 – 14:45	An improvement challenge	Group exercise 3

Timings	Topic	Type of session
14:45 – 15:00	Setting goals for individuals	Presentation and group discussion
15:00 – 15:15	<i>Break and refreshments</i>	
15:15 – 15:30	Best Practice Benchmarking	Presentation and group discussion
15:30 – 16:00	A Benchmarking Session	Group exercise 4
16:00 – 16:15	Review and improvement cycles	Presentation
16:15 – 16:30	The London Culture & Sport Improvement Network.... the opportunities and the plans	Group discussion
16:30 – 16:45	The next steps....	