

## 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 | <b>Self-Assessment and Peer-Led Challenge</b> <ul style="list-style-type: none"> <li>• Questions &amp; answers on Self-Assessment and Peer-led Challenge</li> <li>• Planning your Peer-Led Challenge</li> </ul>   | 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 | <b>Introduction, Context and Goals</b> <ul style="list-style-type: none"> <li>• Workshop goals and style</li> <li>• Reminder of the London Culture &amp; Sport Improvement Programme and the role of the local improvement network</li> <li>• Competencies</li> <li>• The concepts and beliefs of 'Non-directive Coaching'</li> </ul> | Presentation                      |
| 10:30 – 10:45 | <b>Setting 'change goals'</b>   | Presentation                      |
| 10:45 – 11:00 | <i>Break and refreshments</i>   |                                   |
| 11:00 – 11:30 | <b>Setting clear &amp; compelling change goals</b>  | Group exercise 1                  |
| 11:30 – 12:00 | <b>Effective improvement planning</b>   | Presentation and group discussion |
| 12:00 – 12:45 | <b>An Improvement Planning Session</b>  | Group exercise 2                  |
| 12:45 – 13:30 | <i>Lunch</i>  |                                   |
| 13:30 – 13:45 | <b>Improvement planning – key learning points</b>   | Group discussion                  |
| 13:45 – 14:00 | <b>Improvement Teams</b>  | Presentation                      |
| 14:00 – 14:45 | <b>An improvement challenge</b>   | 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....<br>the opportunities and the plans | Group discussion                  |
| 16:30 – 16:45 | The next steps....  |                                   |