



Introduction to strategic planning for teams

Project QUAL4T2

Further Quality Improvement for VET, guiding teacher teams in Europe in strategic planning

Intellectual Output 3, part 2: Short workshop programme

Author: Irene Gkotsi



Co-funded by the Erasmus+ Programme of the European Union

Agreement Number: 2016-1-NL01-KA202-022885

The project Qual4T2 has been funded with support from the European Commission. This publication reflects the view only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. You are free to share, use and adapt this publication, given appropriate credit to Qual4T2 project. QUAL4T2 project number 2016-1-NL01-KA202-022885, Erasmus+ programme, call 2016, website www.qual4t-project.org

1. Introduction

The Qual4T2 workshop was a great opportunity for presenting “Quality Culture in Teams” to IDEC’s staff. A small presentation of the Quality Guide and the Project in general was made to the attendees, so that they would be able to understand the value of Quality in teamwork. The workshop focused on the first steps of strategic planning in teams.

2. Workshop description

Workshop Programme description	
Workshop title	Introduction to strategic planning for teams
Scope	To introduce to IDEC’s staff the Qual4T2 Quality guide and tools and to provide them the necessary skills and competencies to introduce strategic planning in teams
Target group	IDEC staff
Learning Outcomes	Upon completion of the workshop, the participants are expected to: <ul style="list-style-type: none">• Motivate people to actively participate in teams and engage them in teams’ planning• Select the relevant and appropriate tools for strategic planning in their teams
Duration	3 hours workshop Plus, time for follow up activities, estimated at 2-3 hours Total learning time: 5-6 hours
Thematic units	Part of Unit 2 – Planning in teachers’ teams
Overall methodology	The workshop followed the principles of experiential learning and active involvement of participants. For each thematic unit, there was an overall presentation of the theme and the instruments, followed by group activities, in which the participants used the instruments, had a discussion and a reflection on their use. The learning techniques that were used are: <ul style="list-style-type: none">• Short presentations of the topics• Use of active learning methods with group activities• Group discussions• Individual and group reflection
Learning material	The learning material consisted of Quality guide and Quality toolkit
Trainer	Irene Gkotsi

3. Detailed description of workshop

Strategic planning in teams

Learning objectives

At the end of the thematic unit the participants are expected to:

- Assess the organisational and external context and set goals
- Create team strategic Visions and connect them to their Missions
- Establish strategic goals and map the steps that are necessary to develop planning in teams
- Define SMART objectives

Learning contents

Vision / mission development

Setting priorities

Quality tools from the QUAL4T2 project:

No 8. Roadmap to effective team planning

No 9. Vision / mission

Indicative learning activities

Three teams were created, based on their projects and the market areas, that they are dealing with. Two teams had four participants and one had five. Every team member had the chance to present a part of the activities given, so they all had the chance to interact with their peers. At the end, the teams presented their plans and they reflected on the whole process.

Vision/Mission development for teams

Activity/group work

- a. Presentation of tool No 9 Vision/mission development for teams
- b. Group in teams that were involved in same projects and same market areas
- c. Write down the team's vision and mission
- d. Compare and link one's team vision and mission with the organisation's overall vision and mission
- e. Present in the other teams
- f. Discussion-Reflection

Preliminary planning

Activity/group work

- a. Group in the same teams, as before
- b. Based on vision and mission of your team, define your team objectives
- c. Make the objectives SMART (use tool No6 of Qual4T)
- d. Present in the peer team
- e. Discussion-Reflection

Elements that form a good team

With the use of the digital tool, Mentimeter (www.menti.com)

- a. The facilitator presented some elements that form a good team in mentimeter
- b. The participants had to vote the most important elements, according to their personal opinion.
- c. Discussion - reflection

4. Workshop agenda

Friday	
14.00 – 14.30	Short introduction to the project Introduction to strategic planning for teams – Roadmap to effective team planning
14.30 - 15.30	Vision/mission development for teams Teams' presentations on Vision - Mission
15.30 – 15.45	Coffee break
15.45 – 16.30	Preliminary planning – setting SMART objectives Teams' presentations on preliminary planning
16.30 – 16.50	Elements that form a good team
16.50 – 17.00	Evaluation and Closure