Putting a plan together

There are a number of things to remember when putting a plan together. Four of the most important are:

- There are some people who do not want to or have no need to be part of a group
- It is part of the human condition to want to be amongst similar people
- Being aware of, respecting and responding to differences is immensely powerful
- It is essential to be realistic about what can be achieved, there is a limit to the amount of time people have available

A template that can be used to create a plan can be found in the 'extending our reach a brief guide' document.

The plan might include:

- Providing information in different languages and formats
- Giving talks to and having conversations with leaders and groups
- Extending invitations to leaders, groups and community members to attend events
- Getting in touch with universities and colleges
- Considering whether group or branch roles could be done differently
- Looking at the scope for developing new volunteer roles

'REACHING OUT'…
aims to ensure that we are truly accessible and inclusive.

Hints and tips

Objective

A general description of what you are trying to achieve. It could be simple, more challenging or complex, for example:

- Recruit more volunteers
- Increase attendance at get togethers
- Engage will aspects of our community

Team

The successful delivery of a plan relies on a group of people working together and being able to keep in touch with one another.

Stakeholders

People or organisations that might be able to help, have particular expertise or who are interested for one reason or another.

Tasks and activities

Keep the tasks and activities as simple and specific as possible
Be realistic about when the tasks and activities can be completed
Make sure that there is a named person keeping an eye on what needs to be done
Keep a note of the progress that is being made

Risks

Anticipating what could go wrong can really help stop it happening just as keeping on top of things that are starting to go wrong can help get them back on track.