TOPIC: Planning

Participants will answer the following questions by the end of the session:
▪ How is planning a key part of program success in Venturing?
▪ What are opportunities to apply planning in Venturing?
▪ How can a crew use planning skills to organize and deliver a program of fun and adventure?

Presentation Method
In planning the presentation, you should review the latest materials posted at
http://www.venturing.org/. The most recent program updates are posted there are ready for your use.

Use the discussion outline below to help you prepare your remarks. PowerPoint presentation slides were not prepared for use during this session. If you wish to use one, the content below will be helpful in constructing your presentation.

Resources
Boy Scouts of America (2014). *Handbook for Venturers.* Irving, TX: Boy Scouts of America (BSA No. 619088)
Boy Scouts of America (2014). *Venturing Advisors Guide*. Irving, TX: Boy Scouts of America (BSA No. 618768)
Boy Scouts of America (2014). *Venturing Awards and Requirements*. Irving, TX: Boy Scouts of America (BSA No. 618767)

OVERVIEW   The Venturing program is structured around four areas of program emphasis: Adventure, Leadership, Personal Growth, and Service – ALPS. This session explores the use of leadership and mentoring as an area of program emphasis.

INTRODUCTION   The ALPS model was developed during the 2012-2014 program review process by the National Venturing Task Force.

	ADVENTURE	LEADERSHIP	PERSONAL GROWTH	SERVICE
SUMMIT	Mentoring and participation	Ongoing leadership development	Goal-setting and personal growth	Leading others in service
PATHFINDER	Leading and participation	Leading others	Goal-setting and personal growth	Participating in service
DISCOVERY	Participation	Preparing to lead	Goal-setting and personal growth	Participating in service
VENTURER	Initial participation, orientation to the crew, Personal Safety Awareness training, induction into the crew			

Built into everything that we do in Venturing are two skills of leadership: planning and communication. This session will focus on planning skills and opportunities in Venturing.

Provided here is a high-level overview of the planning process. It is meant to serve as an orientation for advisors and committee members. You should refer to the *Handbook for Venturers* and *Guidebook for Advisors* for more details and resources to make the planning process a success.

PREPARATION FOR PLANNING

Planning a program is often likened to living the experience in advance. The better and more detailed the planning, the better the implementation of the crew's program. As an Advisor for the crew, you don't lead the events. Instead, your role is to support the crew as they design, plan, and implement the annual crew program.

| *Annual Program Planning: Preparation* | *Annual Program Planning: Preparation* | *Annual Program: Implementation* |
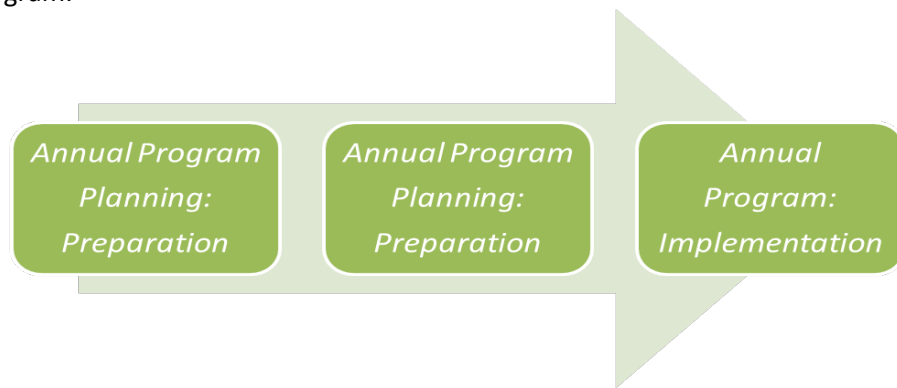
The planning process has three phases: annual program planning, a program planning conference, and the implementation of the program. The *Handbook for Venturers* is the key document to support the planning process. Be sure that you review those materials before working with the crew leadership and crew members to begin the planning process.

ANNUAL PLANNING

Annual program planning also helps the crew officers map out weekly and monthly programs. Having a specified outcome in mind supports the weekly and monthly activities that lead to that adventure.

Having a yearly plan is vital—and it can be a lot of fun to put together. The yearly or annual plan is important for a variety of reasons:
- It enables the crew leadership to achieve the crew's vision. If there is a major adventure planned, they can build goals for training and preparation into the annual plan.
- An annual plan allows Venturers and Advisors to mark their individual calendars.
- You may find participation in the crew's activities increases when people know what to expect.
- An annual plan enables the crew's president to start the process of finding Venturers to serve as activity chairs who will be responsible for making more detailed plans for and leading each trip or activity the crew plans to take during the year.
- The plan ultimately determines what the crew will be doing throughout the year.
- By planning ahead, you can make sure the crew will have activities that match

the crew members' interests.
- A clear planning process has clear lines of responsibility and areas for the
- Advisor to support the crew's president and other officers in the planning and implementation process.

PROGRAM PLANNING CONFERENCE

Try to involve as many crew members in annual planning as possible. Planning a yearly program might even need to take place over several crew meetings. Start with these ground rules for your crew's conference and work to ensure that the crew officers who will be leading this discussion are ready to go with their responsibilities:
- It is important to respect one another's views. Listen and don't interrupt.
- Keep focused on your task, which is to plan the annual program. Don't get sidetracked.
- Use the planning model to keep everyone on track and to be sure that you address the questions. This will help you to deal with unintended consequences.
- Write out your ideas so everyone can see them.
- Be in agreement.

Step 1. The president and/or Advisor (depending on the crew's experience level) leads a discussion on the crew's goals for the coming year. Write the goals on a flip chart or dry erase board and narrow them down to a final list of goals for the year.

Step 2. Brainstorm ideas of what the crew might do based on the Venturing Activity Interest Surveys. Write them on a flip chart. Remember: don't critique the ideas while brainstorming.
- The **Venturing Activity Interest Survey** is an annual survey of crew members to gauge their interest in possible crew activities.

Step 3. Evaluate the ideas the crew has developed to see if they match the Program Capability Inventory. Do you have the resources needed for each idea? The crew votes on the chosen programs.
- The **Program Capability Inventory** is a survey of advisors and committee members associated with the crew – it seeks to determine what resources they can provide to support the crew's possible adventures

Step 4. Expand the basic program by adding support programs and activities leading toward the big activities or activity. Align program plans with recognition requirements to track progress and achievement by Venturers.

Step 5. Draft the plan and calendar, including big activities, meetings, support activities, and key dates that apply. Officers approve the final calendar. Identify the activity chair and assign activity managers.

Step 6. Distribute the annual plan and calendar to the Venturers, their families, and the chartered organization representative.

These tasks will require Advisors to follow up with youth officers to ensure that the tasks are being addressed. The checkup should not undermine trust, but should ensure that commitments to share information are met.

The creation of the annual activity plan is the starting point for the activity chair for each event. At this point, it is up to this Venturer to ensure that the process moves forward.

PROGRAM IMPLEMENTATION

Program implementation represents the steps that guide the planning and implementation of the crew's program.

Steps in the implementation process:

Define the Activity
- What exactly is the activity?

Define Resources
- Does the crew have the resources on hand – or can they acquire them – to deliver the plan?

Consider Alternatives
- Is there a "Plan B" that would work better?

Commit the Plan to Writing
- Get it in writing so that the plan is confirmed and understood by everyone

Promote the Plan
- Get the word out – ensure that everyone is excited about the adventure and understands what is involved in participation

Execute the Plan
- Carry out the plan – have fun and take lots of pictures

Assess the Activity
- What worked well? What needs to be improved for next time?

Along the way….
- The outline above is an abbreviated version of the planning model in the *Handbook for Venturers* and *Guidebook for Advisors.* Review those resources as a part of preparing to implement the planning process.
- During the planning process, the activity chairs will likely identify opportunities for the crew to develop skills along the way that will help to prepare and deliver the adventure. Many crew meetings may revolve around preparing for a major crew activity by carrying out skill development sessions on a regular basis.

DISCUSSION QUESTIONS

Use the discussion questions to provide advisors an opportunity to process and analyze the information presented during this session. As a general suggestion, keep the discussion positive and constructive, in keeping with the values of Scouting and of Venturing as a youth development program.

A helpful comment to use to keep the discussion moving in a positive direction might be, "how does [comment] promote a youth-designed and youth-led program?"

- Why is a "plan to plan" an important part of the overall planning process?
- How do survey tools such as the Venturing **Activity Interest Survey** and the **Program Capability Inventory** help prepare the crew for success in planning and delivering adventures?
- How can formal training courses (e.g., ILS-C, mentoring training, time management training, etc. provide some structure for the crew's planning process?
- What sort of counseling is needed to help Venturers take on the opportunities that will make them more successful planners?

CLOSURE

Wrap up conversation. Close by asking participants how they will use what they learned during this evening's roundtable to support their crew's program.

ASSESSMENT

Look for participant answers to the following questions by the end of the session:
- How is planning a key part of program success in Venturing?
- What are opportunities to apply planning in Venturing?
- How can a crew use planning skills to organize and deliver a program of fun and adventure?