

# Workshop on Facilitating Strategic Thinking & Planning

Strategic planning differs from day-to-day planning because it has a long-term view, which tends to be proactive and future-oriented. It involves an on-going commitment to think and plan strategically. This workshop focuses on how to get started using a facilitated two-day retreat. Listed below are some of the topics covered in the workshop:

- Important aspects of strategic thinking and planning
- How to determine if your organization is ready to do strategic planning
- Pre-retreat planning activities
- The key roles played by the facilitator and group organizers
- Explanation of both the process model and conceptual framework
- Step by step discussion of each component of the process—from the introduction to action plans—with detailed instructions for key tasks and definitions of key terms
- A follow-up section which outlines activities after the retreat
- A complete case study of an organization that completed the retreat
- Extensive appendices that include many useful tools (e.g., for assessing the organization, preparing participants for the retreat, developing an agenda, selecting an appropriate facilitation method, etc.)

Workshop Presenter: Dr. Donna R. Ching

Donna has been an Extension Specialist in the Department of Family and Consumer Sciences at the University of Hawaii-Manoa since 1987. During that time, she has enjoyed working with a variety of non-profit, for-profit, and community organizations providing workshops in the area of group process and leadership. She has also facilitated many of these organizations in strategic planning and collaborative decision making.

Thursday, December 3, 2009 [9:00 – 5:30 p.m.]

[On Thursday morning registration starts at 8:30—workshop will start **promptly** at 9:00]

Wednesday, December 4, 2009 [8:00 - 4:30 p.m.]

(participants must commit to two full days)

Kamuela Extension Office (Waimea Civic Center), 67-5189 Kamamalu Road

- Pre-requisite:** Donna's two-day "Learning to Lead Collaboratively" Workshop or "Facilitative Skills for Collaborative Leaders" Workshop (recommend that it be taken before December 2008).
- Registration:** *To reserve your space in the workshop*, the attached registration form must be filled out completely and emailed to Donna at [donnac@hawaii.edu](mailto:donnac@hawaii.edu) or faxed to 956-9712. This workshop will only have a limited number of seats. **DO NOT ASSUME YOU ARE REGISTERED FOR THE WORKSHOP UNTIL YOU RECEIVE A FAXED CONFIRMATION.** For information about the workshop call Donna Ching at 956-2255.
- Cost:** \$200 for University faculty and staff and \$300 for all others. Cost includes workshop manual and morning and afternoon snacks. Lunches can be purchased at area restaurants.
- Payment:** Prepayment or P.O. (*required to confirm your space*) due by **Monday, November 16<sup>th</sup>**. Please contact Donna at 808-956-2255 if payment may be late.
- Refunds:** Payment will be refunded if cancellation is made 6 working days (**Tuesday, November 24<sup>th</sup>**) prior to workshop. After that date, registration may be transferred to another person but it will not be refunded because a seat in the workshop has been reserved for you.

This workshop is sponsored by the College of Tropical Agriculture and Human Resources.

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**Facilitating Strategic Thinking & Planning**

Registration Form

December 3-4, 2009

(participants must commit to two full days)

Kamuela Extension Office (Waimea Civic Center), 67-5189 Kamamalu Road

The information below will be used for a workshop roster that will be distributed to encourage networking:

Name: \_\_\_\_\_

Name: \_\_\_\_\_  
(you want printed on your nametag, if different from above)

Organizational Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date you attended "Learning to Lead Collaboratively" Workshop \_\_\_\_\_

**Registration will not be processed if your expectations are not included.**

**Each participant is required to list here their expectations for the workshop and/or issues they want addressed:**

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\$300 for all others  
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Checks should be written to **RCUH** (write "Project #1282" somewhere on check or purchase order) and mailed to Donna R. Ching, 2515 Campus Rd., Miller 110, University of Hawaii, Hon., HI 96822.

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