**Culture Change DESIGN PLAN Worksheet**

**Step 1: Getting feedback on the aspiration statements**

We suggest asking the following three questions for each aspiration statement. Make as many copies of these blank worksheets as you need. **Write out each aspiration statement and** **record the feedback you receive.**

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| --- | --- | --- |
| Aspiration Statement: | | |
| 1. From your point of view, how would you know that [name of group or organization] has achieved this Aspiration Statement? What would it look like to you if it were already in place? | | |
|  | | |
| 1. What specific suggestions do you have to make this aspiration statement a reality here? | | |
| 1. What needs to continue in order to make this Aspiration Statement a reality? | 1. What new things need to be done (or what needs to be started) to make this Aspiration Statement a reality? | 1. What needs to change to make this Aspiration Statement a reality? |
|  |  |  |

**Step 2: Reviewing suggestions received through feedback**

Look at the feedback you received in Step 1. **For each aspiration statement, highlight the ideas / suggestions that most excite you.**

You can use various techniques to do this. One way is to copy the feedback received (worksheets from Step 1) onto flipchart paper. Ask each member of your Culture Change Coalition to vote for ideas / suggestions that most excite them using sticky dots. Each member gets up to 3 votes per aspiration statement.

Record the ideas / suggestions that get the most support in the space below. Make as many blank copies of this sheet as you need.

**The most exciting ideas about how to make our aspiration statements a reality**

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| --- |
| Aspiration statement: |
| Most exciting ideas: |

**Step 3: Setting goals for the suggestions you’re most excited about**

Once you’ve identified the suggestions you’re most excited about (your preferred options for moving forward), it’s time to ask two questions:

* **HOW** can we make them happen? What language, actions, practices and/or policies need to be started, stopped, or changed to make them a reality?
* **WHEN** will they happen – immediately (within the next three months), a short-term goal (within the next year), or a long-term goal (within the next five years)?

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| --- | --- | --- |
| The most exciting suggestions  (Preferred options for moving forward) | **HOW** can we make them happen? | **WHEN** will they happen? |
| #1. |  |  |
| #2. |  |  |
| #3. |  |  |
| The most exciting suggestions  (Preferred options for moving forward) | **HOW** can we make them happen? | **WHEN** will they happen? |
| # |  |  |
| # |  |  |
| # |  |  |
| # |  |  |
| # |  |  |

Once the How and When questions are answered for each preferred option, you’ll be in a better position to create design goals. **There should be at least one design goal tied to each preferred option.**

What makes an effective design goal?

* It is something people can get excited about, something they want to achieve.
* It reflects a NEW initiative or BUILDS on existing initiatives.
* It supports the RELATIONAL MODEL of care (that is, it enhances the care experience for residents, family members and staff).
* It is SMART (specific, measurable, attainable, relevant and time-based).

Think carefully about the timeframe for each goal. We suggest inserting a timeframe into each goal like this:

“By [insert timeframe], we will have [insert what is to be accomplished]”

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| --- | --- |
| The most exciting suggestions  (Preferred options for moving forward) | Goal statement(s)  “By [insert timeframe], we will have [insert what is to be accomplished]” |
| #1. |  |
| #2. |  |

|  |  |
| --- | --- |
| The most exciting suggestions  (Preferred options for moving forward) | Goal statement(s)  “By [insert timeframe], we will have [insert what is to be accomplished]” |
| # |  |
| # |  |
| # |  |

**Step 4: Outlining design steps for each goal**

**Break each goal into steps and complete this worksheet.** Make as many blank copies of this sheet as you need.

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| --- | --- | --- |
| **Goal:** | | |
| **Step** | **Who is responsible / involved?** | **What resources are needed?** |
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|  |  |  |
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