

# **Georgia Nontraditional Technical Assistance Project**

## **Local Planning Worksheet**

### **Facilitator Instructions**

#### **Before the workshop**

1. Make copies of Local Planning Worksheet for workshop participants
2. Make as many copies of the appropriate college page from the Non-tradReport.pdf as there are team members attending the workshop from that college
3. Make as many copies as participants of Non-tradbyGenderFY2008byCollege.xls.
4. Make one copy per team of Non-trad Detail College Program.xls
5. Make as many copies as participants of GA Secondary Nontrad\_Performance Data by System\_05\_06\_07.xls

#### **At the workshop**

1. Handout the Local Planning Worksheet to each participant

##### STEP One – Documenting Performance Results

2. Handout the appropriate college page to each team member from the Non-tradReport.pdf
3. Handout a copy of the Non-tradbyGenderFY2008byCollege.xls to each participant
4. Handout a copy of the Non-trad Detail College Program.xls to each team
5. Handout a copy of GA Secondary Nontrad\_Performance Data by System\_05\_06\_07.xls to each participant
6. Be available to answer questions and assist team members in locating the data they need to transfer to the Local Planning Worksheet.

##### STEP Two – Identify Root Causes

7. Upon completion of the root causes exercise have participants brainstorm potential causes for the program where they found they were not meeting their performance measure.
8. Have them complete the potential root causes section of the chart for that program.

##### STEP Three – Select Effective Strategies

9. Upon completion of the strategies review have participants brainstorm potential strategies to eliminate the root cause for poor performance for the program where they found they were not meeting their performance measure.
10. Have the teams complete the strategies section of the chart for that program.