



## Putting It Into Practice: Scenario and Worksheets

Read the scenario, then complete the activities in the following worksheets:

- Reflections Worksheet
- Future Program Planning Worksheet

### Scenario: Gloria's First-year Reflections and Planning Ahead

Gloria reflects on her first year as the family services manager at Family Dreams. She and her team had many successes, opportunities for learning, and discoveries — new things she'd like to try in the following program year.

Now that Gloria knows her team of family services staff better, she'd like to help each team member build on their strengths in the next year. She also wants to focus more on creating opportunities for families as leaders and advocates.

Gloria uses the Reflections Worksheet and the Future Program Planning Worksheet to begin to plan for the upcoming year.

Now it's your turn to reflect on your team's accomplishments and consider what you want to focus on for the next program year.

# Reflections Worksheet

**Instructions:** Complete this worksheet using the following steps:

1. Reflect on your team’s accomplishments this program year.
2. Think about your program options, data sources, conversations, and relationships you have formed.
3. Respond to the following questions:
  - a. What to keep: What worked well for you and your team this year?
  - b. What to change: What would you like to do differently?
  - c. What to consider: What makes your program, cultures, and communities unique?
  - d. What to add: What new ideas would you like to try?
4. Use the space below to document your reflections.

**Keep: What worked well for you and your team this year?**

**Change: What would you like to do differently?**

**Consider: What makes your program, cultures, and communities unique?**

**Add: What new ideas would you like to try?**



## Future Program Planning Worksheet

**Instructions:** Review the Change and Add sections from the Reflections Worksheet. Use the table to list the ideas you want to implement or complete by season in the upcoming program year.

Summer	Fall	Winter	Spring
In-Planning Tasks:	In-Planning Tasks:	In-Planning Tasks:	In-Planning Tasks:
In-Progress Tasks:	In-Progress Tasks:	In-Progress Tasks:	In-Progress Tasks: