

Planning

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Troop Guide- 023

Learning Objectives:

- List the stages required in planning.
- Apply these skills to the course and beyond.
- Evaluate the way the group carried out the plan.
- Explain the importance of planning.

Why do we plan?

- Planning is essential for all tasks we do.
- Planning helps lay basic ideas down so tasks run smoother.
- Six steps of planning help in this process.

Step 1: Consider the Task.

- What is the task?
- Does everyone agree/understand the task?
- Decision: **Who, What, When, Where** and **Why**.

Step 2: Consider the Resources.

- What are the resources?
- Who has the experience?
- What equipment do we need?
- Decision...

Step 3: Consider the Alternatives.

- Think of what could happen.
- Live through the experience.
- Make a plan B.
- Decision...

Step 4: Write Down the Plan.

- Most important step.
- Advantages:
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Step 5: Put the Plan into Action.

- Follow plan as closely as possible.
- Be prepared to use alternatives.
- Stay Focused.
- Decision...

Step 6: Evaluation.

BUZZ GROUPS

Summary:

- The six stages of planning are important because of the ways they aid in the planning process.
- Planning is essential because of its effects on the task.