

**College of Education and Health Professions
University of Arkansas, Fayetteville, AR**

Futures Planning using Appreciative Inquiry

The following is a description of some of the areas that will be involved in organizing this effort:

- Executive Sponsor –The leader of the Futures Planning change process.
The sponsor
 - gives overall direction for integrating the Futures Planning into all other COEHP initiatives and programs.
 - allocates resources (people, time and money).
 - sets the tone for success by communicating its relevance and importance.
 - is the visible leader of this effort.
 - is the visible champion for maintaining COEHP energy and momentum to realize the desired outcomes.
 - is a role model for the cultural change that emerges through this effort.
 - is the spokesperson for this process—within and outside COEHP.

- Design or Core Team – Team that oversees and provides advisory service for the Futures Planning process. This team is the catalytic force that ultimately brings about achievement of the Futures Planning direction for COEHP. The team’s key functions are the following:
 - *Design of the Futures Planning Process:*
 - Internalize appreciative inquiry and integrates its use throughout the planning and implementation process.
 - Recruit members for the Summit Logistic Team.
 - Coordinate design direction with the Summit Logistics Team.
 - Define and support strategies for allocating resources within COEHP with the Executive Sponsor.
 - Assume ownership for the success of the Futures Planning process.

 - *Summit theme identification.*

 - *Stakeholder identification and enroll their participation:*
 - Design the planning process and summit to attract desired participants and key stakeholders, and gain their commitment to participate in the process. This will include being clear about the purpose and expected outcomes.
 - Identify areas of resistance and help mitigate the resistance during any part of the planning process.

- *Communication both internally and externally to COEHP:*
 - Facilitate effective communications of the Futures Planning process, Summit, and follow-on work throughout COEHP.
 - Direct the documentation and communication of the Futures Plan, progress reporting, and accomplishments.
 - Document notes from the work sessions and distribute to the participants within one week of each session.
- Process Consultants—Provide orientation, materials, and design direction for using appreciative inquiry for the Futures Planning process.
 - Direct the Futures Planning process with the Executive Sponsor and Design Team to ensure the desired outcomes are achieved using appreciative inquiry.
 - Define the schedule and design parameters, work with the Design Team to set the schedule and overall design for the planning process, and work within the agreed-upon budget.
 - Design and facilitate the planning sessions, Design Team meetings, Summit, etc.
 - Provide guidance regarding the use of appreciative inquiry for process integrity and meeting the COEHP needs.
 - Design, deliver and facilitate the appreciative inquiry orientations.
 - Work with Design Team members to produce the participant packet for the Summit in order to use language that is relevant within COEHP.
 - Define meeting room requirements and work with the Summit Logistics Team regarding meeting room layout, logistics, etc. to create appropriate learning settings within budget.
- Stakeholders--A cross-section of as many interested parties as practical—students, faculty, staff, alumnae, program advisory board members, community partners, colleagues across the University, local and state leaders, and other education stakeholders—who can be involved in supporting COEHP’s realizing its future direction.
- Summit – Work session that involves representatives of the **whole system** who directly impact the COEHP. Exercises are designed for participants to be actively engaged and experience equity of voice.
- Summit Logistics Team – Team that plans and manages the logistics for the Summit. Because coordination among the specialty teams is so important, notes from the work sessions are documented and distributed to the participants within one week of each session. Suggested specialty teams are the following:

- Facilities/Logistics
 - Food/Beverages
 - AV and other equipment and technical support
 - Invitations of stakeholders
 - Registration
 - Environment (creative, engaging, etc.)
 - Supplies/materials
 - Summit agenda and participant workbook
 - Documenting Summit proceedings
 - Evaluation
- Summit Theme--The direction for the overall futures planning effort. It answers the question, “what do we want more of?”

Post-Summit Implementation

- Innovation/Aspiration/Futures Initiative Teams – Teams formed during the Summit. Each team focuses on realizing its team’s aspiration statement. Most of the work accomplished through Futures Planning is through these teams. Team name will be finalized by the Design Team.
- Futures Planning Council – Group of Team Liaisons who collectively focus on achieving the Futures Planning direction through realizing the aspiration statements of the various teams. Many of the Design Team members may chose to be part of the Futures Planning Council.
- Team Liaisons – Team leaders or co-leaders.
Roles/Responsibilities of Team Liaisons include:
 - Encourage active participation by those who chose to be on the team to achieve their aspiration statement:
 - ✓ Keep action plans current
 - ✓ Encourage clear and open communications among team members
 - ✓ Use the COEHP norms
 - ✓ Build a team spirit through collaboration and appreciation
 - Promote effective communications among team members.
 - ✓ E:mail
 - ✓ Group technology capability
 - Conduct a minimum of three team meetings each year.
 - Ensure frequent communications with the appropriate COEHP groups to coordinate impact on resources and alignment of others’ plans/schedules where appropriate.
 - Provide current updates on your team’s progress for broad COEHP communication.

- Tap into needed support services from the COEHP as appropriate for achieving desired outcomes.
 - Ensure effective leadership is provided for the team and desired outcomes are achieved.
-
- Appreciative Inquiry-- **Appreciative Inquiry (AI)** is the method used to design our Summit. To **appreciate** means to value, to understand those things of value, and to increase in value. To **inquire** means to study, to ask questions, to search. Appreciative Inquiry is a defined process that starts with doing a collaborative search to identify and understand the organization's strengths, its potential, the greatest opportunities, and people's hopes for the future. It results in positive, long-term change.