**Process for Planning, Facilitating, and Following Up with Parent Center Strategic Planning**

**Pre-Strategic Planning**

* Solicit ideas on purpose of strategic planning retreat, barriers, opportunities, etc. via two conference calls
  + Board executive committee
  + Management team (which includes Executive Director & Parent Center Director, if different)
* Complete self-assessments
  + Board complete Parent Center Non-Profit Standards Self-Assessment and Cultural & Linguistic Competence Self-Assessment for Family Organizations
  + Management team complete Parent Center Non-Profit Standards Self-Assessment, Family-Centered Services Self-Assessment, and Cultural & Linguistic Competence Self-Assessment for Family Organizations
  + Staff complete Parent Center Family-Centered Services Self-Assessment and Cultural & Linguistic Competence Self-Assessment for Family Organizations
* Analyze, summarize self-assessment results; integrate into strategic planning powerpoints
* Conference call with management team to schedule strategic planning sessions and process

**Initial Strategic Planning Session with Board and Management Team**

* Work through Board Management team retreat powerpoint including review of results of non-profit standards and cultural and linguistic competence self-assessments
* Identify key areas for focus

**Strategic Planning Sessions with Board, Management Team, and Line Staff**

* Work through Board-Management team-staff retreat (2 days)
* Day 1
  + Looking inward
    - To “create agreement” about “who” Parent Center is at its core
    - To enhance the relationships and partnership among all Parent Center staff and Board members
  + Looking outward
    - To identify longer-term priority areas for Parent Center based on results of all self-assessments (strengths and areas for improvement highlighted in overview)
* Day 2
  + SOAR (Strengths, Opportunities, Assets, Results) in mixed groups that include Board, management team, and line staff members
  + Shared responsibility, shared accountability (who is “we” who is responsible for moving forward with the strategic plan?)
  + Creating Agreement activities (team building, preparing the teams to move forward with final strategic plan development and implementation)
  + Defining next steps