### 

**Continuous Improvement Planning**

Syllabus

# **Welcome!**

Welcome to Continuous Improvement Planning! In this course, we will explore key concepts and principles behind continuous improvement planning and support you and your team in beginning the continuous improvement planning process.

While the continuous improvement planning process is often led by program directors, we believe that the process should be collaborative and inclusive, and encourage programs to participate in teams. Staff and students who will play a role in leading continuous improvement planning are welcome to participate regardless of their role or title. If there is someone on your team who would like to participate for just part of the course, please reach out to the course team.

We will meet for four sessions. Each session covers a different phase of the continuous improvement planning process, and has assigned homework that will help you prepare for and get the most out of the following session. The course content and assignments are designed to guide you through these initial steps: if you complete them, you will be well on your way to writing a continuous improvement plan by the end of the course. We will gather again in the spring for a Continuous Improvement Planning Summit, where you will have the opportunity to share your work, gather feedback, and get inspired by other programs.

Support and accountability are an important part of this process. You can expect to hear from our facilitators between and beyond the sessions, and are available by request for coaching. We also encourage programs to partner up and check in on each other’s progress between and after sessions.

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# **Contacts**

| **Facilitators** | **Technical Support** |
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| Alexandra Papagno  Director  SABES Program Support PD Center  [alexandra\_papagno@worlded.org](mailto:alexandra_papagno@worlded.org)  Jenna Gouin  Consultant, Program Management & Organizational Leadership  [jgouin@worcester.edu](mailto:jgouin@worcester.edu) | Juliana Campellone  Project Coordinator  SABES Program Support PD Center  [julianna\_campellone@worlded.org](mailto:julianna_campellone@worlded.org) |

# **Logistics**

# When you register for this course, you will be automatically registered for all three sessions. If any staff members at your program would like to participate in a single session, please contact the course team.

Sessions 1-3 will be held online. Session 4 may have an in person option, depending on participants’ availability.

| **Session 1** | Preparing to Plan  Friday, October 11, 2024, 9:30 am - 12:30 pm |
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| **Session 2** | Leading with Data  Friday, October 25, 2024, 9:30 am - 12:30 pm |
| **Session 3** | Charting a Course  Friday, November 15, 9:30 am - 12:30 pm |
| **Session 4** | Moving to Action  Friday, December 20, 9:30 am - 12:30 pm |

# **Course Overview**

## **Course Goal**

Using an inclusive, equitable access frame and theory of change model, directors and their program teams effectively implement an ongoing, cyclical continuous improvement process informed by data that strengthens instruction, learning, and student outcomes.

## **Session 1: Preparing to Plan**

### ✅ Read [*Performance Accountability: For What? For Whom? And How?*](https://sabes.org/sites/default/files/resources/Session%201%20Peformance%20Accountability%20Article_0.pdf)

* Overview of continuous improvement
* The planning process and PDSA
* Developing a shared vision
* Choosing an area of focus

## **Session 2: Leading with Data**

### ✅ Bring 3 data elements from Session 1

* Obtaining and analyzing appropriate and high-quality data
* Building data literacy with your team
* ACLS components of accountability
* Identifying and analyzing areas of growth

## **Session 3: Charting a Course**

✅ Bring data related to your area of focus

* Choosing objectives and initiatives
* Writing goals and action plans
* Aligning mission, vision, values, and action

## **Session 4: Moving to Action**

✅ Bring your Continuous Improvement Planning Template

* Reflecting and evaluating progress
* Managing change
* Team presentations and feedback

# **Resources**

All course materials can be found on the [course website](https://sabes.org/content/continuous-improvement-planning-resources-2024-cohort).

# **Assignments**

All assignments are designed to help you and your program make the most out of each session, but all sessions are designed with the understanding that all assignments may not be feasible for all programs at this time.

| **Pre-Work** | * Read [Performance Accountability: For What? To Whom? And How?](https://sabes.org/sites/default/files/resources/Session%201%20Peformance%20Accountability%20Article_0.pdf) (Merrifield, 1999) |
| --- | --- |
| **Session 1** | * Find 3 data elements to bring to the next session, including one from LACES/Desk Review and one not from LACES/Desk Review * Begin working on your plan using the Planning Template |
| **Session 2** | * Collect, analyze, and summarize data related to your area of focus * Continue working on your plan |
| **Session 3** | * Write a draft plan * Prepare to share out in Session 4 |
| **Session 4** | * Seek coaching and support |