



Scenario Planning Toolkit Train the Trainer Offer

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What is Scenario Planning?

Scenario planning supports and informs the strategic planning process by providing a set of tools for thinking about the future and exploring possibilities of what that might look like.

What is the Improvement Service Scenario Planning Toolkit?

A five-step approach toolkit. You can find out more about it on the [Improvement Service website](#).

The toolkit is designed to be flexible and to augment existing strategic planning tools and processes. It can be used at a strategic level and also at a service or team level, throughout the recovery and renewal phase. It contains a selection of tools that can be used at each step. Some of these will be familiar and may already be used as part of the strategic planning process. It is for each organisation to decide which of the tools and approaches are most appropriate and relevant for them.

In this way, the model can be used in a flexible way, with councils adapting and modifying as they choose.

How can the Improvement Service support you with a train the trainer approach to using the toolkit?

Purpose

- Will be to provide a tailored training programme that will cover each of the 5 steps within the scenario planning toolkit to ensure understanding but also to ensure that learners have the skills and knowledge to teach the content and approach to others and embed within their own organisations. This will take into consideration the current climate and therefore will include approaches to be taken virtually.

How will we achieve this?

- Due to current circumstances, the training will be delivered virtually (through MS Teams).
- The sessions will be tailored as much as possible to those attending, for example we have highlighted a range of tools within the toolkit and as an organisation there may be preferences over some tools rather than

others therefore would take this on board at the scoping stage to ensure the programme was relevant for council needs.

- We will use a range of techniques to build skills and capacity to use and teach the 5 step model.
- We will provide relevant materials such as suggested facilitator guides, templates and notes as products you can take away from the training.
- We will be on hand to answer any queries after the training, when colleagues go out to deliver across their own organisation.

Benefits

- The five step model provides an opportunity for your council to have a consistent approach to planning as you move into recovery from the pandemic. Training a core group of staff within your organisation allows the approach to be consistent and enables learning to be shared across the organisation as more colleagues use the approach.
- Train the trainer approach means that those training colleagues will understand the local landscape and be able to build in local knowledge to supplement the training.
- The training programme is free for Scottish local councils.

How to arrange train the trainer support?

An initial planning session between key council leads and the OD and Change Management Team at the Improvement Service would be required.

This would allow us to scope out the needs for your council to ensure the programme met with your own requirements.

If there is interest and commonality across organisations, we can look to run sessions with a combination of councils which would also provide the added benefit of sharing experiences across organisations and enable a network to be established for learning as you roll out in your own organisation.

As a general guidance we wouldn't expect the training programme to be any more than three days and can work out at the scoping meeting the best solution for your organisation in terms of how this is segmented.

Once the scoping session has taken place and agreement reached then it's a case of scheduling dates and getting started.



For further information or to discuss any of the content, please contact:

Amanda Spark

Programme Manager: Organisational Development

Email: amanda.spark@improvementservice.org.uk

Tel: 07815 732048

Clare Sherry

Interim Manager: Change Management

Email: clare.sherry@improvementservice.org.uk

Tel: 07919 547935