



Planning, Backdating, and the Gantt Chart: Preparation Is the Key to Your Destiny

Session Length: 45 Minutes

Through this session, you will:

Explain The concept of preparation and planning

Demonstrate We will demonstrate why proper planning is important to reaching the destiny

Guide

We will guide them to think about preparation as more important than the event. We will use examples of success and failures to make these points

Enable We will enable them to better plan events by understanding the importance of preparation

Learning Outcomes: [create a brief list of what participants should take away with them]

- Understand the importance of planning to success
- Understand what planning is
- Better appreciate the role of planning in the success or failure of OA events that they have attended

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Destiny is reached not by hope but determined through preparation and planning

This session will help the ****Lodge/Chapter/Section**** with the Journey to Excellence

Requirement(s): 9 (complete service projects for council and community) and 13 (complete agreed upon projects)

Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]

- projector
- screen



TRAINER PREPARATION

Replace this text with a comprehensive list of steps a trainer needs to take before presenting this session, e.g. if the session calls for trainers to develop particular examples from their own experience, if there are handouts to be duplicated or flipcharts to prepare ahead of time, PowerPoint presentations to update...

1. Prepare Powerpoint
2. Devise examples for lodge events (planning an ordeal)
3. ???

Session Narrative

[The body of your session should be here. Be sure to use headings that break up the different topics or part of the session, and adjust the recommended time for each part after you've written it]

Trainer Instructions: If at any time the trainer should perform an action (play a video clip, ask prompting questions, etc) type the directions into boxes like this. Simply copy this box and paste wherever needed throughout the lesson plan, replacing this text with your own material.

Introduction

5 minutes

“Russian Submarine Captains don’t (go to the bathroom) without a plan” – Hunt for Red October
“The secret of getting ahead is getting started. The secret of getting started is breaking the complex overwhelming tasks into manageable tasks, and then starting the first one.” Mark Twain

First topic

10 minutes

Why Prepare and Plan?

**Insert Cell

Insert Session Name



Name**

Proper Prior Planning Prevents Pitiful Poor Performance
Proper Prior Planning Promotes Peak Performance

Second topic

10 minutes

What Is Preparation and Planning?

- Planning is thinking ahead
- Planning is preparing for unexpected events
- Planning Is Asking Questions – who, what, when, where, why, and how
- Planning Is Estimating and Scheduling

Third topic

10 minutes

Discuss times when you could tell a brother had done advance preparation and planning. How could you tell? What difference did it make in your experience?

Discuss times when you could tell a brother had not prepared or planned in advance. How could you tell? What difference did it make in your experience?

Takeaway Challenge

3 minutes

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works through improved preparation and planning.

Appendix: Resources and Source Material

[Insert materials as appropriate, for example:]

- <https://www.slideshare.net/lionnagaraju/planning-prioritizing-for-effective-results>