



**Nutrition and Aging  
Resource Center**

# **INNU Conference: Workplan Workshop**

May 24, 2023



**Nutrition and Aging  
Resource Center**

The Nutrition and Aging Resource Center recognizes services are not one size fits all, therefore we **celebrate the diversity** of the older adult population by **respecting the needs** for those various life experiences.

# Workplan Workshop

## Agenda:

1. Workplan Specifics
2. Updating Workplans
3. Examples
4. Group/Individual Work
5. Q&A



**“The trouble with not having a goal is that you can spend your life running up and down the field and never score”.**

**–Bill Copeland**

**How confident do you feel  
with creating and  
maintaining a workplan?**



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# Workplan Breakdown



# SMART GOALS

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time bound**

# Simple → SMART

- Get to know colleagues on other teams → Eat lunch in the common dining room area 2x per week
- Run more effective meetings → Define the purpose of every meeting before committing
- Refine cold calling strategy → Review all cold calls that lead to a sale before the end of the quarter
- Come up with content ideas → Conduct a content audit to identify gaps by the end of the week
- Update knowledge base → Write or update two knowledgebase articles every week



# Objectives

- Purpose that a team has for itself
- Measurable objectives are essential for evaluating progress
- Motivate team members to ensure you are working towards something important
- Generally written in an active voice and use action verbs
- Examples

# Goals VS. Objectives

<b>GOALS</b>	<b>OBJECTIVES</b>
Something you try to achieve	Actions you need to take or achieve a goal
Define direction and destination	Steps that get us there
Big picture	Specific tactics

# Outcomes

- Goal or desired results that you seek to achieve
- Short-term
- Medium-term
- Long-term
- May not see immediate results
- Examples

# Key Tasks

- Smaller details that help identify how to achieve objectives
- Responsible team members should be included
- Examples

# Timelines

- Depends on your grant project (3 or 5 years)
- Create timelines that are reasonable, and that makes sense to you and your team
- Each month should show some progress and what is being worked on

# Let's Look at an Example!

- Thank you to University of New England for allowing us to share their workplan!

# Group Work

- Work with other grantees at your table (20 minutes)
  - Designate someone to write down and report back
- Come up with 4 SMART Goals related to grant projects
  - They can be real or made up
- Build off of this to create:
  - 1 outcome for each goal
  - 2 objectives for each goal
  - 3 tasks for each objective

# Let's Share!

- Each table to report back (10 minutes)
  - 1 SMART goal
  - Outcomes, objectives and key tasks tied to goal



# Workplan Changes



# What if your workplan changes?

- This is normal!
- Compare detailed agenda to workplan
- Who is involved?

# Steps to change your workplan

- Discussion of need to change workplan
- Timeline identified
- Update workplan with track changes and reason for changes
  - Send to ACL and NRCNA
  - ACL emails grantee with approval
  - Upload approved workplan to GrantSolutions
- Monitor with internal team during meetings to ensure workplan is on track.

# Let's Look at an Example!

Thank you to The Oasis Institute for allowing us to share their workplan!

# Group Work

- Work independently on your workplan (15 minutes)
  - Think of your specific grant project
  - What improvements could be made to your workplan?
  - Are they big or small?
  - Are there ways to work more efficiently with your team on your workplan?
- Partner up with someone else at your table to share your ideas (15 minutes)

# Let's Share!

- Each table to report back (10 minutes)
  - Choose 1 volunteer to share improvements you would make to your workplans
  - Share the justification in regards to the workplan changes
  - What are some issues you caught in your workplan?
  - Any other ideas you came up

# Support

- As the Resource Center, our goal is to support you throughout your project, during calls and when needed
- Please reach out to NRCNA TA Liaison with questions

**Questions?**



# Thank You

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