

ADRA STRATEGIC PLANNING

2000

**Facilitator
Allan Parker**

IDENTITY

ADRA is a pro-active, professional forum of fellow travellers (both supporters and practitioners from diverse backgrounds), with an interest in ADRA, who work as a catalyst for networking, professional development, the discussion of new ideas and stimulates new directions.

IDEOLOGY

We are curious about our work and passionate in our belief that peace, agreement, harmony, respect and love are the core needs of human beings, and that the demonstration of these qualities - individually and collectively - are worthy of encouragement and support.

We believe that being involved with conflict management and dispute resolution is an innovative and positive contribution to society.

We are committed to increase awareness of ADR through information-rich, inclusive, transparent and ethical processes.

PURPOSE

To promote the benefits of alternative dispute resolution to the community and government and to provide a forum for our members and friends to exchange ideas, network and collectively work towards the growth and development of dispute resolution in society.

VISION

To be recognised as a dynamic, professional, representative organisation that people want to join; known to be non-sectarian, trustworthy and ethical, with a voice that is sought-after by government, media and the community.

Deliverable's KRI (Goals, Objectives was attached to Vision)

That ADRA members and Board will know we have succeeded when we can see a measurable increase in:

- The number and diversity of members
- Increased participation by members and improved responsiveness to members needs
- Increase the profile of ADRA with stakeholders and the community at large.
- Financial viability to fund planned projects (Financial working group to formulate KRI's

VALUES

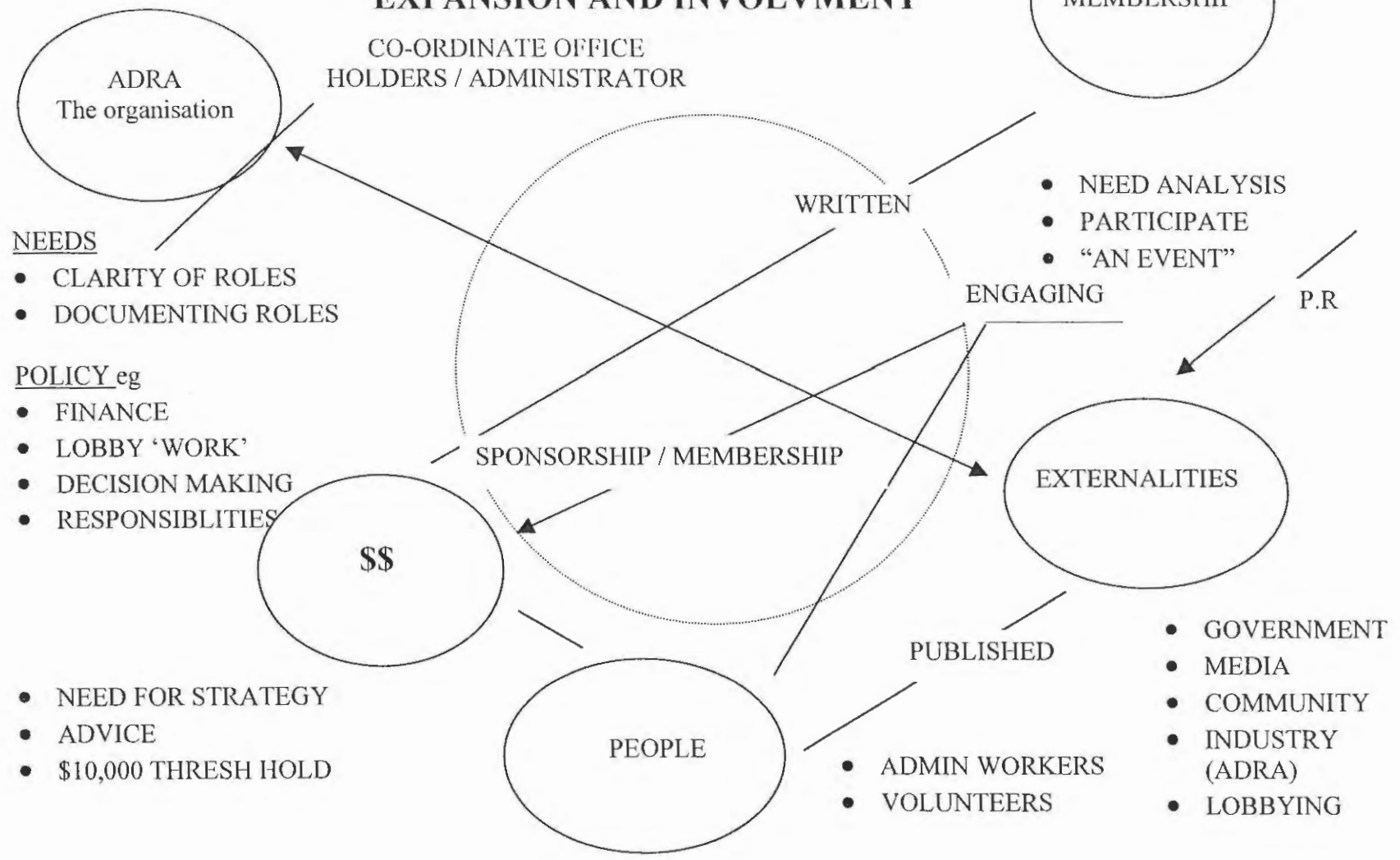
- Friendly, open, inclusive
- Achievement oriented
- Respectful of differences
- Open to innovation
- Co-operative
- Current and relevant.

STRATEGY

MEMBERSHIP “ 2000”

- Promotional materials
 - Reviewed
 - Revised
- Promotional attendance at conferences, etc
- Identifying potential targets
- ADRA courses
- Local government
- Government departments that had had dr / complaints resolution into organisations
- Schools
- Courts and tribunals commissions
- I R practitioners
- H R practitioners
- Responding to inquiries promptly
 - Response package
 - Data list for future
- Review previous inquiries and follow up (with person or organisation)
- Cross promotion eg membership with conference papers then assessment of strategy
- Keep accessible records as we go
 - Consolidate
 - Budget
 - Relationships
 - Activities
- Utilise member organisations and the media
- Deliver quality services to members
- Energise dialogue and debate
- Educate
- Attract funding, and
- Increase membership through the “Membership 2000” project

STRATEGY MEMBERSHIP 2000 WORKING PARTY EXPANSION AND INVOLVMENT



OTHER

- Student essay
 - Only if done by March
 - Paper they have written (to be edited)
 - 3,000 words
- the dreaded GST
- mentoring scheme
- regionalization of services, seminar in Wollongong, Newcastle, ACT
- Library
- IT
 - Email
 - Website

GUIDELINES FOR PLANNING

- Assessment / inventory (Where are we? Where do we want to go?)
- Implementation (How do we get to where we are going?)
- Efficient and economical use of resources
- Be clear about risk
- Timelines

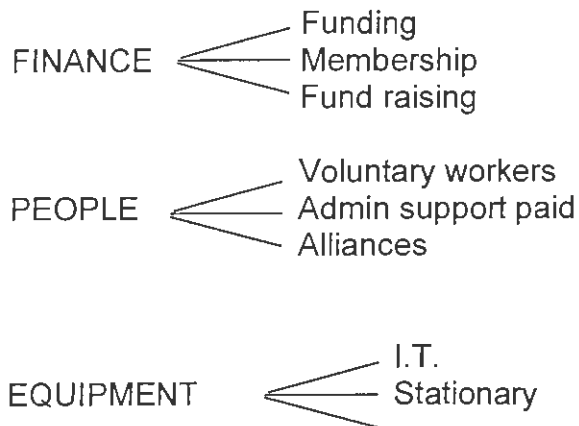
IS IT DO-ABLE?

SERVICES TO MEMBERS

- Mediation news
 - Support editor in attracting quality contributions
 - Look outside ADRA for material eg dr websites
 - On website
- Lunchtime / seminar series Saturday
 - Fishbowl
 - Publish papers for members who can't attend
 - Diversity

BE STRATEGIC

Expand resources



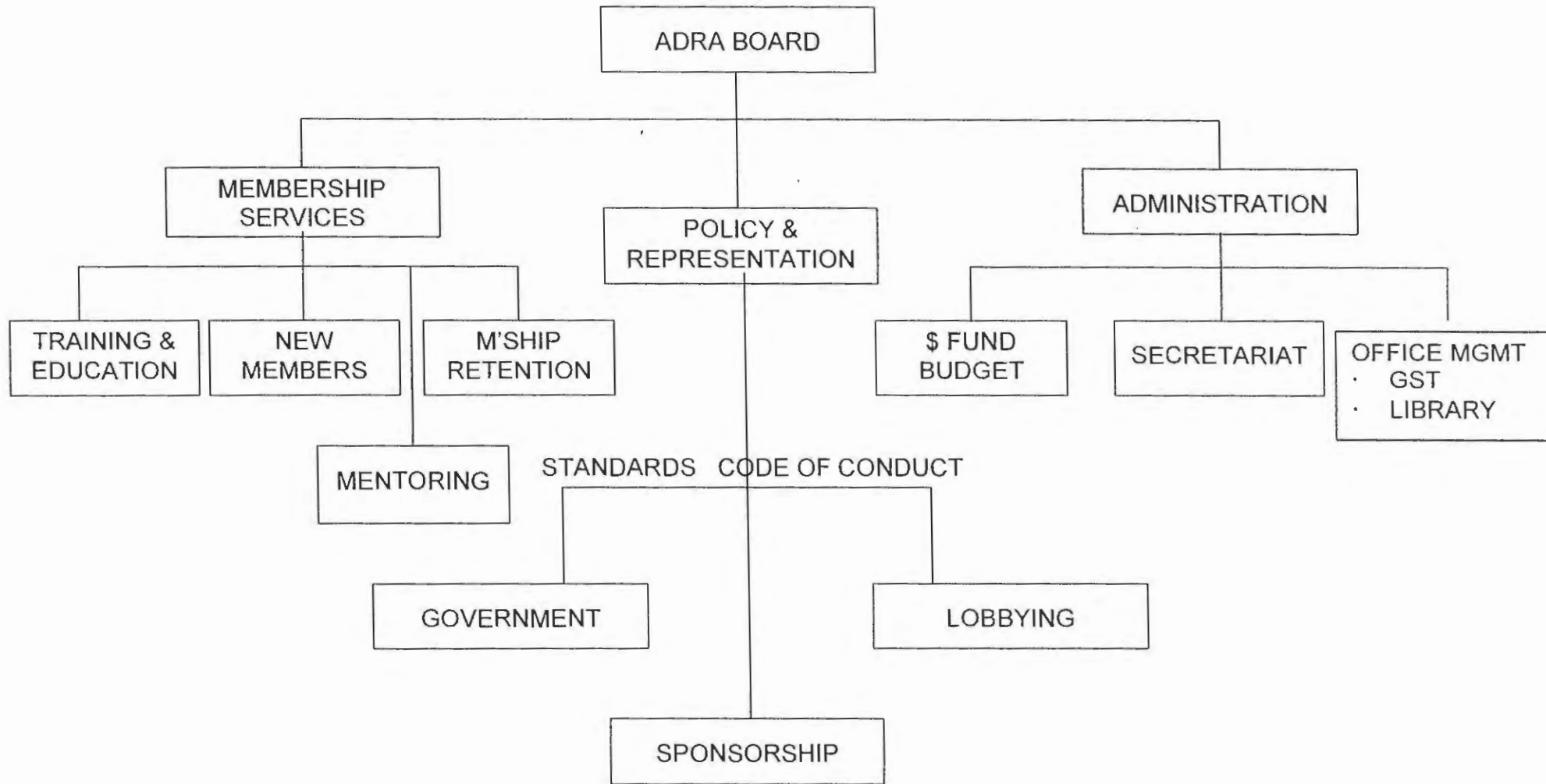
EXPAND MEMBERS / RETENTION STRATEGY

- Maintain current members
- Attract new members
- Maximise resources drawn from members

ACTIONS TO BE DONE

- Membership categories
 - Discussion paper for members
 - Meeting to discuss
 - Board recommendation
 - Special general meeting

STRUCTURE



FUNCTION

- Manage ongoing projects
- New initiatives
- Connect with needs of members

FUNCTION

- Conference
- Membership
- Education
- Promotion
- Lobbying
- Policy
- Industry adviser
- THINKING
- Outreach

SYSTEM

- Identify needs of members
- Plant / set goals consistent with ideology and needs, etc
- Articulate actual strategies to achieve plans / goals
- Identify resources
- Time lines
- Delegations / responsibilities
- Measure / review / assess achievement

SYSTEMS – CONSULTATIVE / PROVOCATIVE

- Email / website / e-commerce

S – flexible labour

Y – full time office

S – effective use of volunteers

T – Ass effort

E - Develop

M – lobbying – promoting

ROLES


- The Board (self select)
- Volunteer members on working parties
- Board to be representative and diverse
- Further work to be done once working parties are established.

PERFORMANCE MANAGEMENT

(AP to write 2 – 3 sentences re Board, members and volunteers)

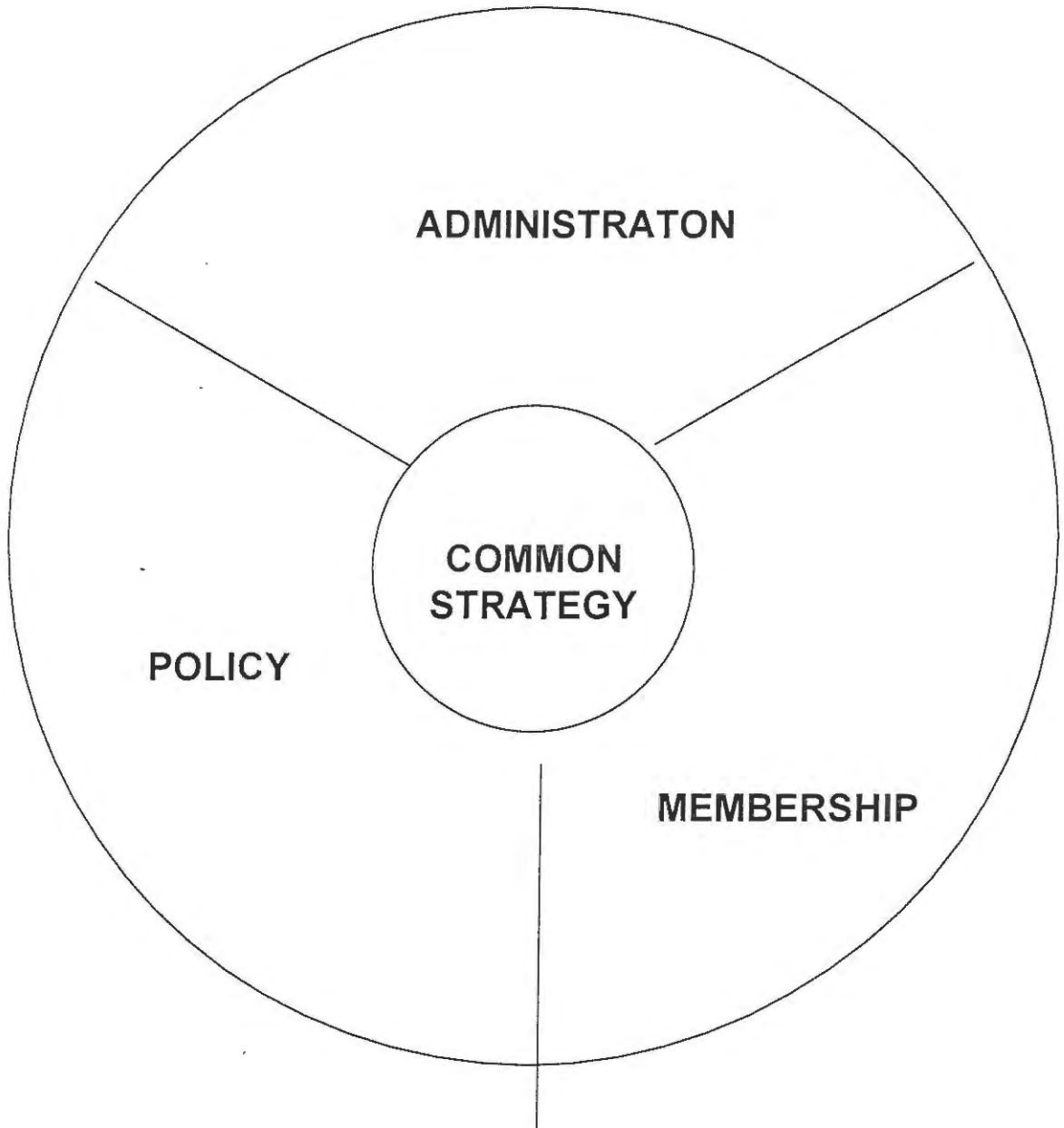
- Goals / tasks set
- Plan / time frame / 'BUDGET'
- Responsibilities delegated
- Regular reporting (feedback)
- Working together
- Communication
- Evaluation

COMMUNICATION STRATEGY

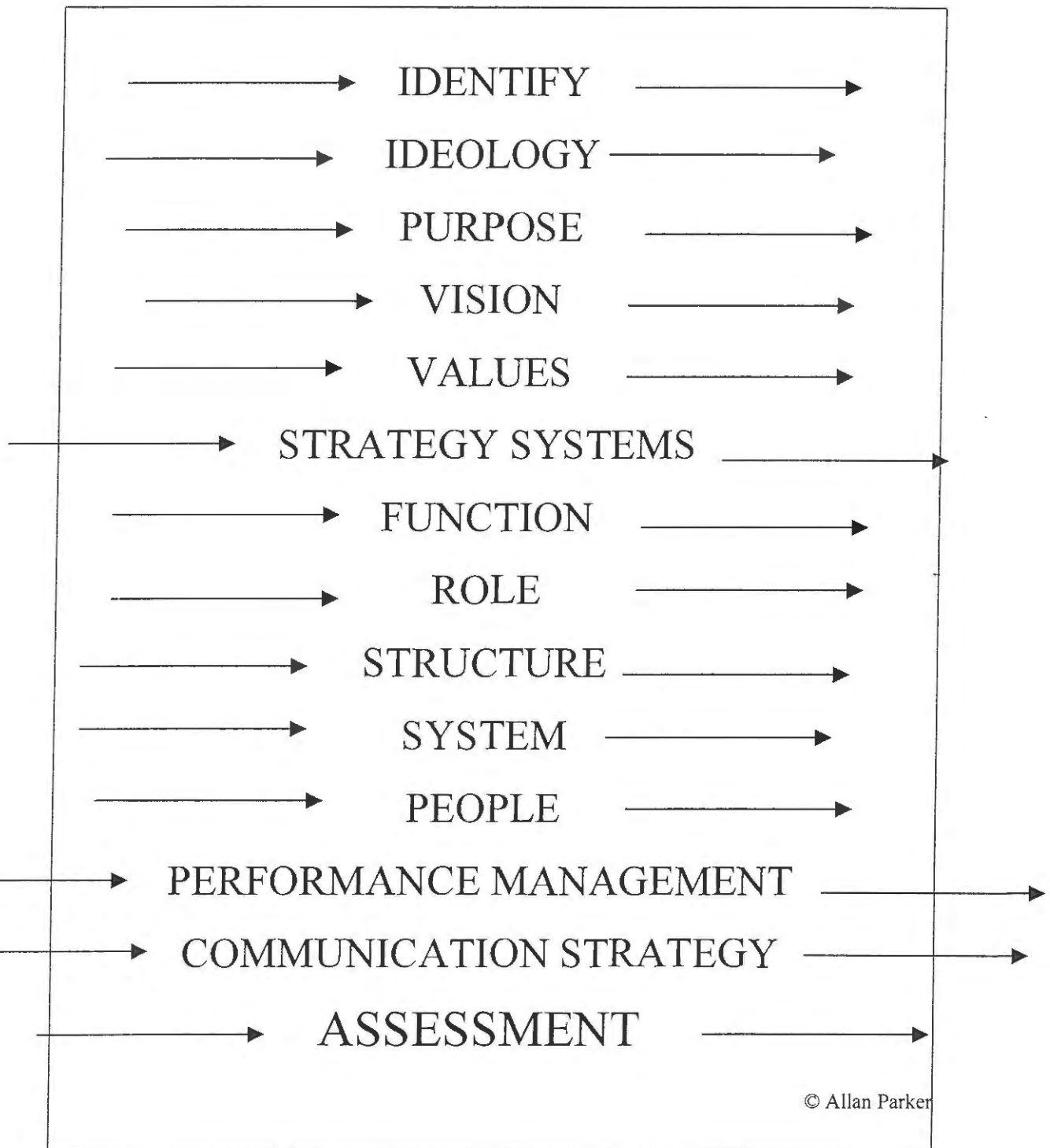
- Committee reports
- Email
- Meetings  Members
- Inclusive
- Assessment, set goals and review achievement at preselected points in strategic plan

ADRA WORKING PARTY SELECTION

	ADMINS	POLICY & RESPRESENTATION	MEMBERSHIP 2000	COMMUNICATION STRATEGY (IMPLEMENTATON)
EXTERNAL	<ul style="list-style-type: none"> • Office • Legal • Finance • General Administration • GST • Staffing 	<ul style="list-style-type: none"> • Funding • Government • Structure • Let's talk • L.R.C. • NADRAC 	<ul style="list-style-type: none"> • Meetings • Training • Library • Web site 	<ul style="list-style-type: none"> • Strategy • Newsletter
INTERNAL				



APPENDIX ONE
MANAGING CHANGE



APPENDIX 2

TUCKMAN

FORM

FORM

STORM

NORM

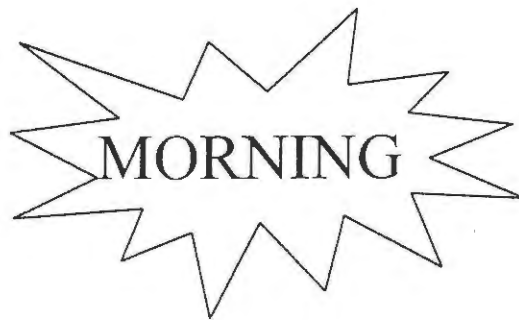
NORM

STORM

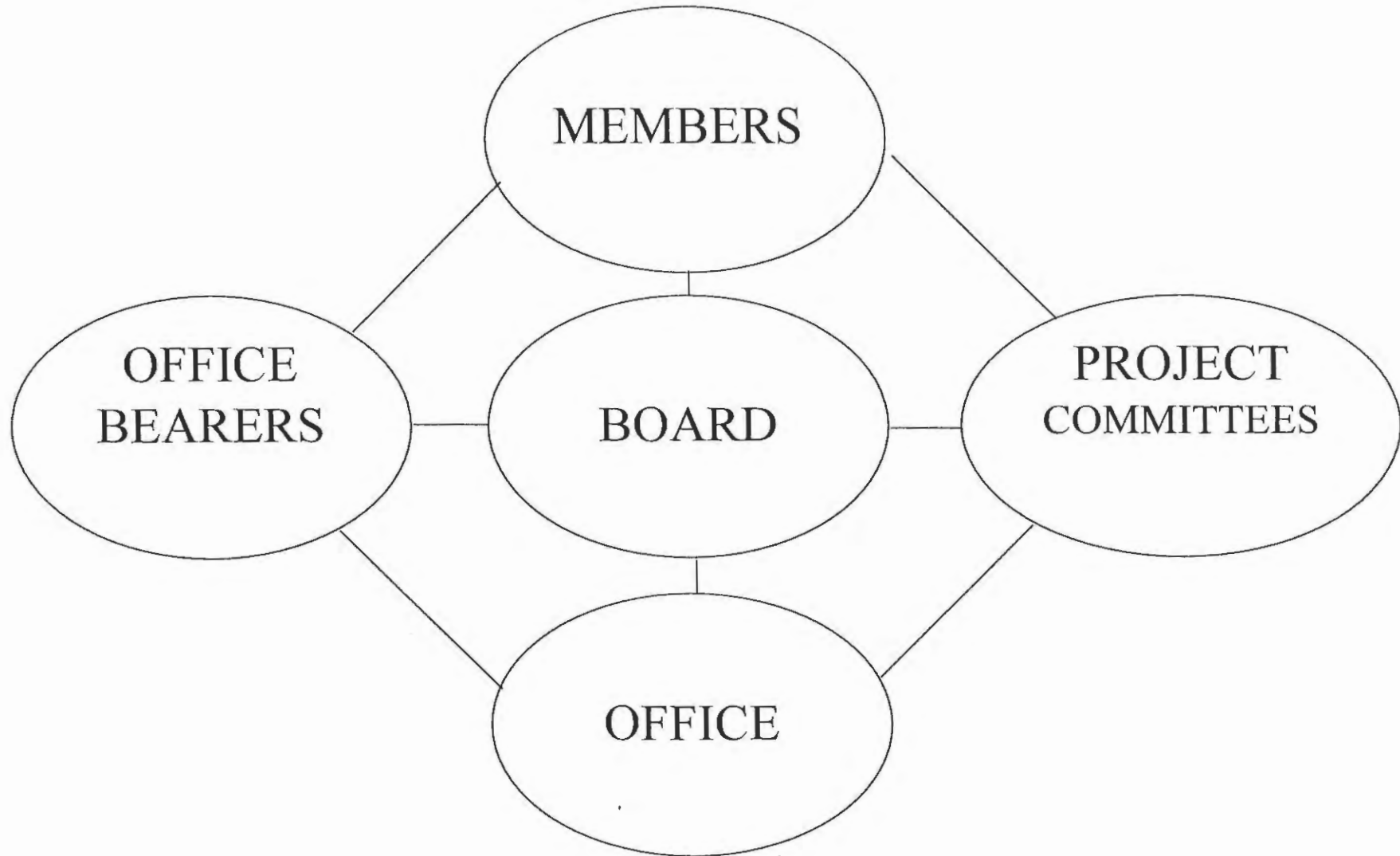
PERFORM

PERFORM

MOURN



STRUCTURE



ADDENDUM

SELECTION CRITERIA

- Most likely to get agreement
- Requires least resources
- Requires least time
- Requires least money
- Creates maximum leverage effect
- Enhances relationship

© Allan Parker