

Considerations for Implementing Successful Programs and Events

Adapted from Manitoba Aboriginal and Northern Affairs. (2008). *Tips in Action Planning*. Recreation director's handbook: A guide for recreation delivery in Aboriginal communities. p. 12 Program Planning.

- Break down activities into manageable tasks.
- Do not overload one person when assigning responsibilities.
- Spread timelines out over the full period of time.
- Include both financial and human costs when you calculate the resources you need.
- Make sure your program plan is realistic. Can you accomplish the activities in the way your plan describes.
- Remember that safety is a priority. Be aware of the space, the actions of the participants, and those of bystanders. Address potentially dangerous behaviours immediately. Participants in your programs should always be and feel safe, both emotionally and physically.
- Be prepared by being on time as well as having a plan, a back-up plan and all the resources needed.
- Set the tone by determining ground rules, ensuring people feel comfortable and giving an overview of the program.
- Communicate well. Be clear and simple, use appropriate humour, and give instructions more than once .
- Consider your environment making sure that everyone can see and hear you. Take into account weather and other distractions.
- Respond to your participants. Watch what is going on and adjust if necessary. Keep things moving smoothly and address problem behaviours.
- Have Fun!!!