

Course Title: Skills Plus – Museum Forward Planning

Date: Tuesday 25th February 2019

Time: 10:00 – 13:00

Location: Museum of London, London Wall

Facilitators: Elizabeth Coningsby, MDO Training

Trainer: Yvette Shepherd, MDO Organisational Health

What will be covered?

“A goal without a plan is just a wish” Antoine de Saint-Exupéry

An effective forward plan is critical to the success of any museum and a key requirement of the Accreditation Scheme. This session will cover the key elements required by Accreditation:

- What makes an effective forward plan to meet and support Accreditation standards
- Developing and prioritising key aims
- Appropriate and effective consultation
- Carrying out risk assessments
- Action planning and setting objectives
- Presenting your plan

Who should attend?

This course is aimed at all staff, volunteers, and Trustees who are responsible for Forward Planning in their museum.

Approximate session timetable

10:00 – 10:15	Arrival and welcome
10:15 – 11:15	Why Forward Plan? Setting the context and scoping your Forward Plan Effective tools and techniques to help you plan Carrying out appropriate and effective consultation
11:15 – 11:25	Break

11:25 – 11:50	Case Study
11:50 – 12:45	Developing and Prioritising Key aims Using data and analyses to set business objectives Action planning
12:45 – 13:00	Next steps

Learning objectives

By the end of this session you will:

- Have a thorough understanding of why forward planning is essential for successful museums
- Have the knowledge to develop and write an Accreditation standard forward plan
- Be confident to return to your museum team and start the forward planning process

Support towards Museum Accreditation:

Organisational Health Standard:

- 1.3 A satisfactory structure for your governance and management
- 2.1 A forward plan or business plan which covers the current and subsequent planning year

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **25th February** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region. A late cancellation (less than 24 hours) / no show charge of **£50** will be applicable. Light refreshments will be provided. Further Information will be emailed to confirmed delegates.



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