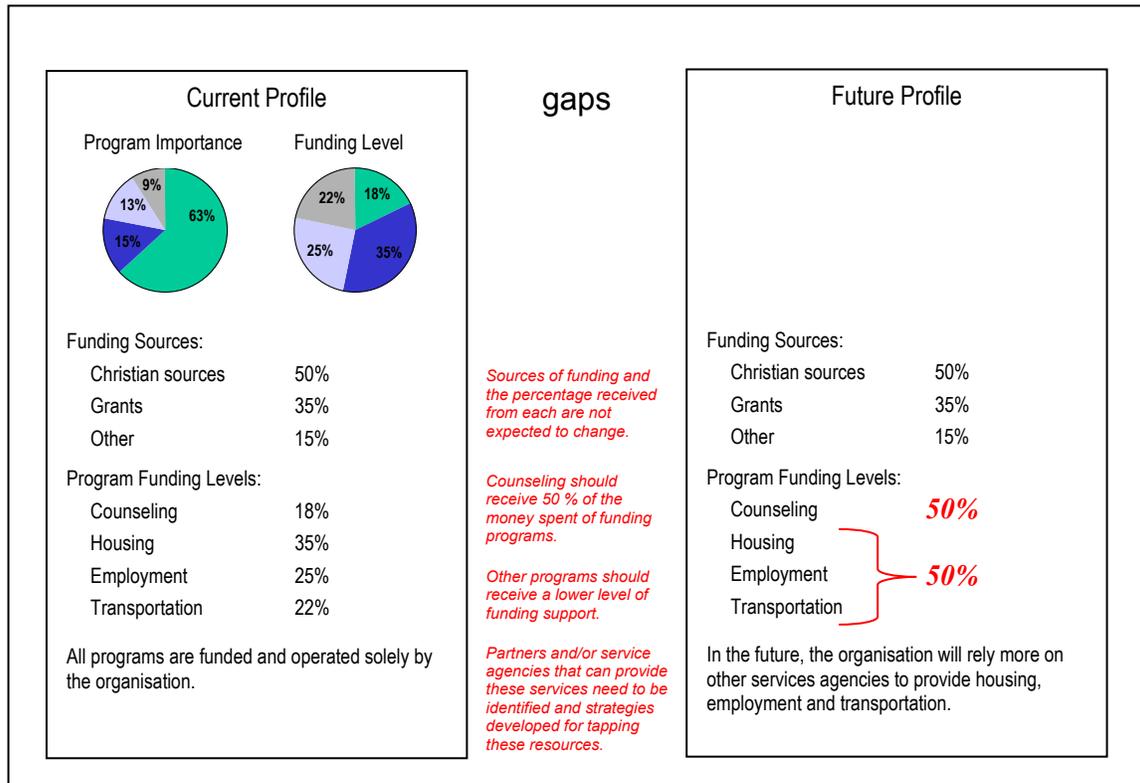


## Sample Worksheet

The interview responses and survey data led the CIF Associate to conclude that the percentage of funding being spent on each program was an issue many stakeholders were concerned about. Anticipating the workshop participants would want to increase the percentage of funding spent for counselling, the Associate developed the following worksheet to help the group compare the differences between the current and future profiles in respect to program funding. The workshop participants filled in the future profile numeric data (shown in red) after deciding the desirable levels of future program support.



Before the workshop, similar worksheets should be developed for each of the attributes that are used to describe the current and future profiles. These will need to be included in the Digest. Every attribute of the current and future profiles needs to be addressed at the workshop in order to build consensus about the issues and problems that are causing the most concern to the most people. If there is little or no need for change in an attribute or characteristic, then little time will be spent discussing that attribute during the workshop. A description of the current and desired future profile for each attribute still needs to be included in the Digest even if there is no difference between them.

More time will need to be spent on the more controversial issues. The organisation that used the above worksheet went on to brainstorm lists of creative initiatives that might help close the gaps between the current level of funding for counselling and the desired level. This activity included developing creative initiatives to prevent a reduction in or the loss of the other services currently offered by the organisation.