

Tips for Program Planning



Plan ahead – It can't be new and fresh if planning begins too late.



Use a team approach – Sometimes it seems easier to do it yourself, but results are likely to be more successful when team members and participants have buy-in and are involved in the planning.



Borrow ideas – Take ideas from the MPL Network, your peers, schools, TED Talks, a documentary, anywhere!



Leverage human capital – Use your residents and team members' backgrounds, skills & knowledge to come up with new ideas.



Promote in several formats – Use posters, flyers, newsletters, your TV channel, the phone tree, personal invitations, special announcements, and ask team members, leadership & residents to chat it up.



Communicate with weekly emails to update potential participants before the event and to share highlights after the event has taken place.