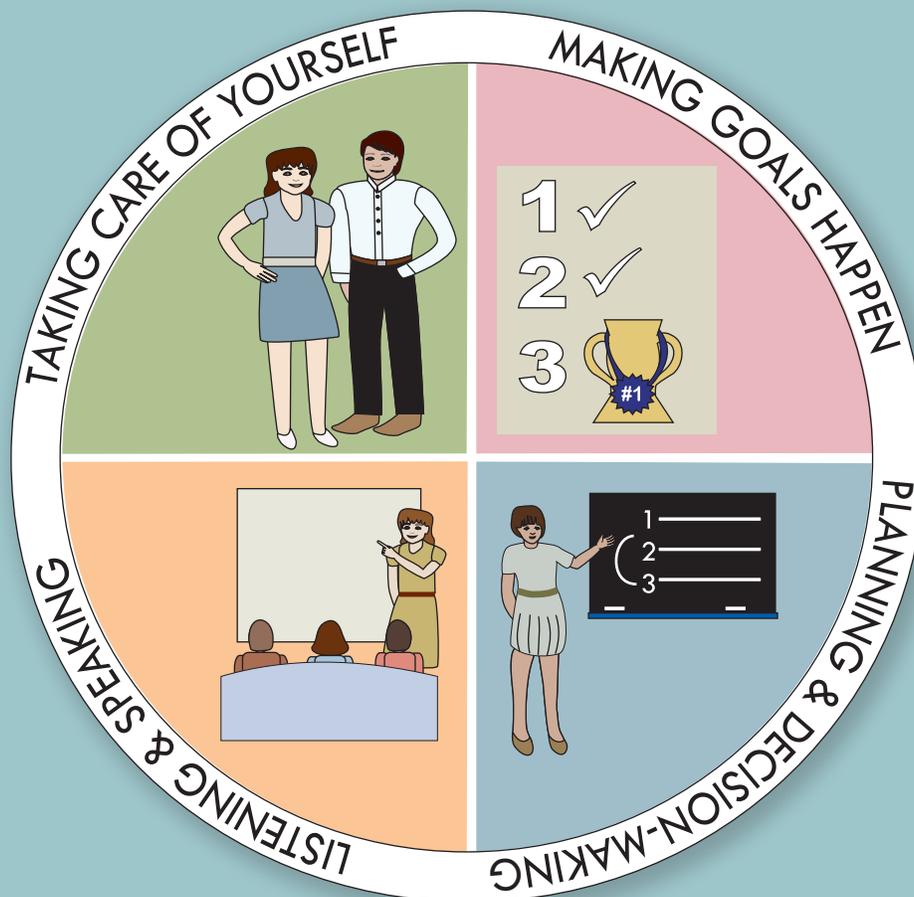


Department of Developmental Services
Consumer Advisory Committee

Leadership Through Personal Change
My Life, My Way

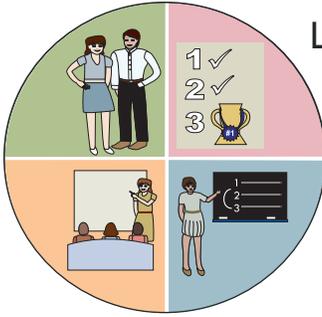
HOW TO USE THINK-PLAN-DO



Leadership—Jobs—Empowerment—Community Inclusion

Department of Developmental Services
Office of Human Rights & Advocacy Services
1600 9th Street, Room 240
Sacramento, CA 95814

How to Use the Materials



Leadership Through Personal Change tools and methods assist people to have self-determined lives. By learning simple strategies, using natural and paid support, everyone can participate in directing their futures.

The Stories and Guides demonstrate **Think–Plan–Do**: how to think about what you want, create a plan to get there, and take action to be successful.

Preparing to watch a Think–Plan–Do Story:

1. Review this booklet.
2. Talk about Think–Plan–Do after reviewing the booklet.
3. Choose one story most meaningful to the person.
4. Think–Plan–Do themes & DVD Stories are on pages 11–14.

Watching a Think–Plan–Do Story:

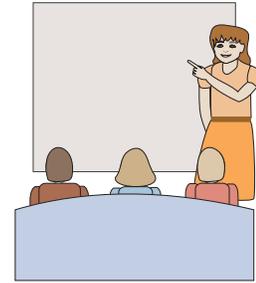
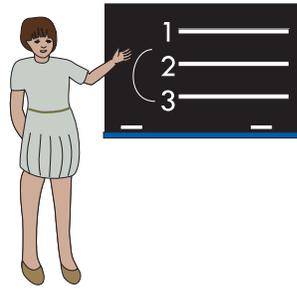
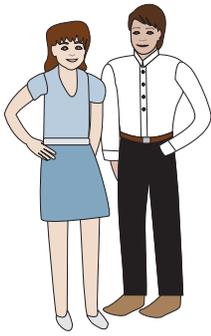
1. Put **Disc #1** in a DVD player or computer with a DVD drive.
2. When the menu comes up, **click** on the icon for **Think–Plan–Do Stories**.
3. On the next menu, find the theme you want and **click**.
4. Choose the Think–Plan–Do story, **click** and watch.

Finding the Guide you want to use:

1. After watching the story, put **Disc #2** in a computer with a CD drive.
2. Open the Disc and find the name of the Guide matching the story.
3. Double **click** to open the Guide.
4. The Guide will open on your screen as a PDF file with 5 pages.

3 ways to use the Guides – Guides will only work on a computer:

1. Open the Guide and print a copy to fill in by hand.
2. Open the Guide and type answers in the “white boxes.” When finished, you can print a copy or save it to your computer.
3. Open the Guide and save it to your computer for future use.



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Tools & Training.....Page 9

Think–Plan–Do.....Pages 10

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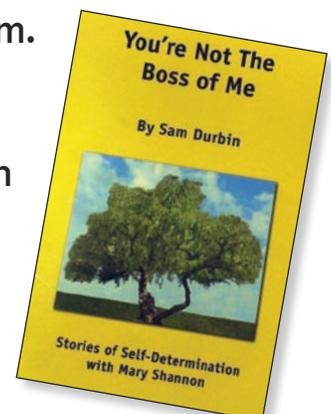
Sam Durbin, *Chair*
2009–2010

Message from the Chair, Consumer Advisory Committee Department of Developmental Services

Leadership Through Personal Change is our gift to you. We want to show what we have done to have self-determined lives and help others be successful. Our CAC believes we should first take risks ourselves before asking others. We gained experience and now lead by example.

I had a dream of writing a book and took risks to make it happen. I didn't want to put myself out there at first, but decided to try the steps our tools teach, Think–Plan–Do. I found I wasn't so afraid, all of us have dreams inside. We just have to go after them. Now I am almost finished writing my second book.

If you watch the DVDs and follow the Guides, life can change tremendously. Our Think–Plan–Do strategy shows you how to do it—and it works!





Consumer Advisory Committee Department of Developmental Services

Purpose

DDS established the CAC in 1992 to advise the director and staff on policies, programs and regulations affecting service delivery and supports to people with developmental disabilities in California.

The CAC is committed to supporting others who want to develop personal and practical leadership skills. As self and peer advocates, the CAC provides leadership through example by creating and testing advocacy tools that reflect self-determination.

CAC Vision

My Life, My Way

People with developmental disabilities in California
will live their lives the way they want.

CAC Beliefs

People want to have a voice.

People want to create ways to live in the community
using natural support.

People want information provided

in ways they can understand.

Committee Membership

The CAC is comprised of 15 advocates who use community-based Regional Center services or live in a Developmental Center. They represent all regions of California.

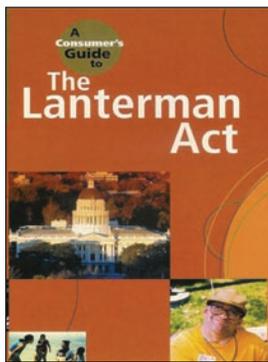


Leadership Through Personal Change

Background

The CAC has a rich history of developing advocacy media that provide insight into legal rights and suggest strategies for people with developmental disabilities to live the life they want. Here is a list of CAC publications that can be accessed in PDF format through the DDS website, Consumer Corner.

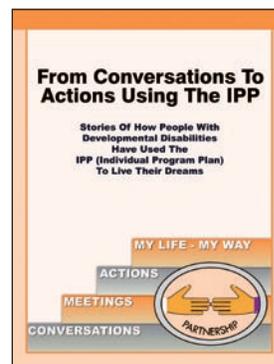
<http://dds.ca.gov/ConsumerCorner/Home.cfm>



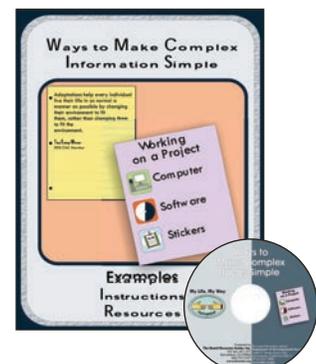
How the California law works for people with developmental disabilities.



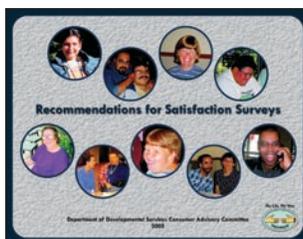
A conversation with 400 Californians about what life is like for them.



Stories about 20 people who used their IPPs to improve their lives.



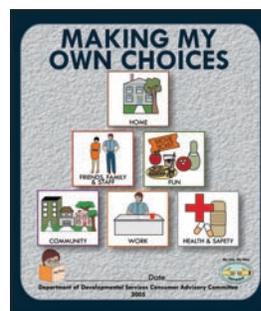
CD Rom on how to make information accessible. Includes 160 graphics for organizations to use.



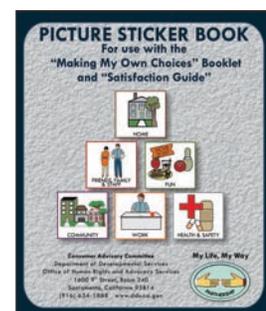
Suggestions for conducting interviews so people feel comfortable.



A Guide and DVD about Dan. The Guide is a workbook so people may identify personal preferences at home and in the community.



An IPP planning tool that helps people identify what is important to them in six areas.



A companion to Making My Own Choices. Allows people to express choices using graphics to indicate what is important to them.

Leadership Through Personal Change

Background

In 2006 the CAC launched its three-year leadership project as an outgrowth of its prior advocacy work and earlier publications.

CAC members decided to undertake personal changes in their lives to further their own leadership skills and be equipped to support others to do the same.



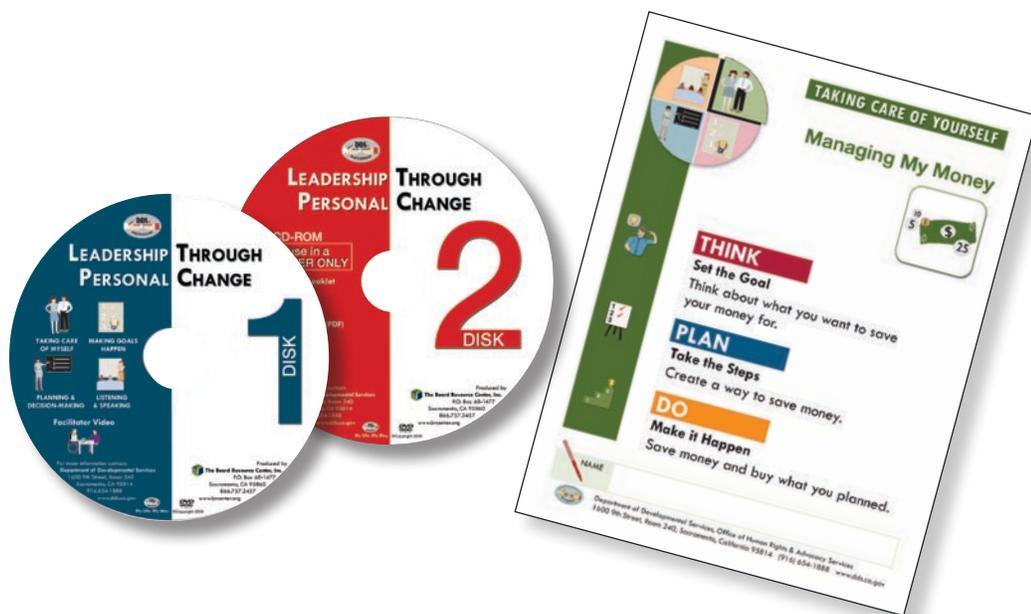
The CAC established a quarterly leadership training schedule, in addition to their regular committee governance sessions. Training focused on core areas identified by members. Topic categories ranged from Taking Care of Yourself to Making Goals Happen. Content experts and facilitators provided interactive teaching and hands-on experiences that were followed up by members in their communities. Members made significant life changes over the three year period. They tested and used a new decision-making approach called Think–Plan–Do, applying it to both small and large decisions. Think–Plan–Do was used successfully to get jobs, cook a meal, organize for meetings, save money, join a board of directors, and move into supported living arrangements.

Recognizing that practical leadership skills are central to success in advocacy, the CAC identified four leadership themes essential to personal and professional development. By concentrating on the four themes: Planning & Decision Making, Making Goals Happen, Taking Care of Yourself and Listening & Speaking; they developed leadership tools covering 15 focus areas to assist them to become effective leaders and examples for others.

Tools & Training

15 DVDs and Guides

In 2009 the CAC produced 15 Leadership Through Personal Change DVDs and Guides, all of which incorporate the Think–Plan–Do methodology. Members were engaged in all components of production, including development of graphics and approving plain language, font, color pallet and logo that comprise the “CAC Look.” The CAC developed draft materials they piloted for peer and service provider review.



Community Input

The CAC collected feedback about their work by conducting presentations and demonstrating the use of their new tools to 2,400 individuals across California. Responses from advocates and service providers were gathered and the leadership DVDs and Guides were finalized using this input.

With practical experience and these finished products, CAC members were underway to increasing not only personal advocacy and peer leadership, but contributing to their communities in many ways.

THINK–PLAN–DO

A Strategy for Support

Think–Plan–Do is the foundational method the CAC used to identify personal leadership goals and carry out plans for achievement in everyday life.



They **THINK** about what is significant to them and why;



They **PLAN** steps necessary to accomplish their goal; and

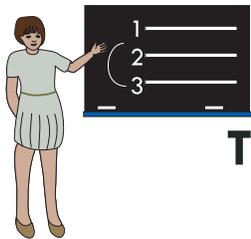


They **DO** what the plan indicates using customized supports when needed.

THINK–PLAN–DO DVD Stories & Guides

Think–Plan–Do is the platform on which the CAC DVDs and Guides are built. The DVD stories and Guides are divided into four themes. These themes reflect significant topics advocates wanted to learn about to become empowered and successful in their personal and vocational lives. Each theme has supporting stories using Think–Plan–Do to accomplish goals in particular focus areas. In total, there are 15 focus area stories under all themes.

Four of the focus areas illustrate how Think–Plan–Do was used to get a job, start a micro-business, find a professional mentor and identify a career.



DVD Stories & Guides

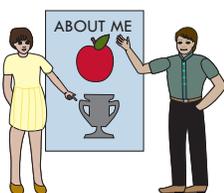
Theme: Planning and Decision Making



Making a Decision:

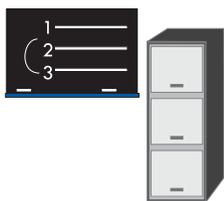


Learn about Think–Plan–Do from Tommy, Cindy, Lisa and Lori. See how Cindy used it to make an important decision about finding a good job. *“I learned that I am in control of my decisions.”*



Mission Statement:

A Mission Statement is about what is meaningful to a person. It has key words that guide a person toward a goal. See how Donald created his Mission Statement and how it helped him succeed at making his goal happen. *“A Mission Statement reminds us of who we are and where we are going.”*



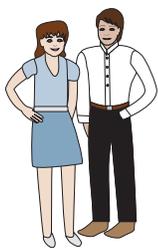
Organizing & Planning:

Being organized for meetings and following up with assignments is an important characteristic of being seen as a professional. See how Debbie used strategies to help her be an organized leader and prepared for her meetings. *“I begin by thinking about what leaders do to be organized and professional.”*



Finding a Mentor:

A Mentor is someone who helps advise on personal or professional goals. They have expertise in the area a person wants to learn about. See how Kim took steps to find a Mentor who could help her reach her goal of being a Life Coach. *“I talk often with my Mentor, she is helping me find a coaching school.”*



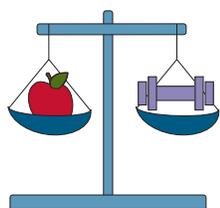
DVD Stories & Guides

Theme: Taking Care of Yourself



Being Calm & Relaxed

Learning new techniques to be calm in stressful situations helps you feel in control. See how Krisi used a new way to help her feel relaxed and calm during tense times. *“It helped me at the dentist when I used to get very nervous — now I use the thumb technique and I am calm.”*



Being Healthy

Taking charge of your health, eating good food and exercising helps you be active and involved in your plans for the future. See how Nyron carried out plans to be healthier so he could do more things he wanted and enjoy his community. *“I keep track of what I eat and I see a difference — I lost weight and it is easier to stand up now.”*



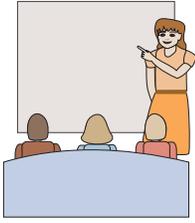
Professional Image

Being prepared and looking professional is important. You are seen as a leader and in charge. See how Sam created his professional image and gained confidence as a leader. *“When I look good, I know I will do good, I know I am good.”*



Managing My Money

Budgeting money is hard to do. See how Betty created her own money savings plan to buy something she wanted. *“It can make big changes in how much money you save when you use Think-Plan-Do.”*



DVD Stories & Guides

Theme: Listening & Speaking



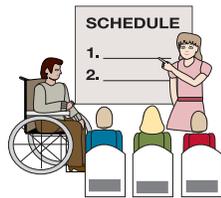
Listening & Asking Questions

Being a good listener and getting answers to your questions in a way that makes sense is important. See how Lisa took steps to feel confident when talking with her doctor. *“I listen and communicate better with my doctor.”*



Accepting Advice

Choosing a trusted person to ask advice can give a person greater confidence. See how Tommy met with his trusted friend to ask advice on where and how to get a volunteer job. *“I took the advice — and now I am a volunteer!”*



Public Speaking

Taking time to prepare for a public speaking event helps you deliver a professional speech. See how Michelle prepared for her presentation and felt confident speaking to a large audience. *“I took time to organize my speech and it was great.”*



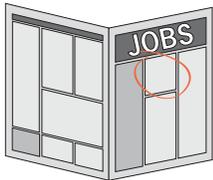
Leading My Own Team Meeting

Sometimes people are left out at their own meetings. Practicing to lead your team meeting and using an agenda and notes helps you be in control. See how Lori took charge of her team meeting and talked about what was important to her. *“I was prepared and had a good IPP meeting.”*



DVD Stories & Guides

Theme: Making Goals Happen



Finding A Job

Looking for a job can be a challenge. Following Think–Plan–Do makes looking for the right job easier. See how Cindy created her plan to get the job she wanted with good pay and benefits. *“I thought about what was important to me and my family, got support and didn’t give up — now I have my dream job.”*



Building A Career

There are many steps involved in creating a career. It takes research, time and willingness to learn new things. See how Michelle took steps to build her career as a massage therapist. *“I looked into schools and met people doing what I want to do — I am motivated now.”*



Having My Own Business

Many people want to start their own business but don’t understand that there are many steps involved. With a plan and support it is achievable. See how Danielle took the steps to start her own jewelry business. *“I am now selling my jewelry at conferences and fairs, I am enjoying myself and making money too.”*



Facilitation

Good Practice

Facilitation is a way to provide customized support through equal partnerships. CAC members directed the facilitation they received and taught others to do the same. Together the CAC and facilitators shared, evaluated and increased the effectiveness of this support strategy. Their experience helped develop better facilitation approaches, easily replicated by others.



KEY LEARNING

Be clear and consistent.

Use Think–Plan–Do to prepare for an IPP.

Wait for a person to ask for help.

Ask more questions, slow down.

Work with a person on their own terms.

Be an example, model what you plan to facilitate.

Divide goals into small parts so success is attainable.

Focus facilitation to reduce need for ongoing support.

Facilitators were chosen by CAC members to provide limited individualized support in preparation for and during CAC meetings. Members and facilitators also worked together a few hours each month to build natural community support and carry out leadership plans. Facilitators guided members on new ways to be active in their communities and develop new relationships.

In addition, phone calls with a life and healthy living coach were also included in the support design for the CAC.

Facilitation, Coaching and Mentoring

Support Elements

FACILITATION supported CAC members during committee meetings and with their work in the community on mission statements, leadership goals, and finding a mentor. Members used individual facilitation plans that also helped their facilitators learn how to assist them. Members received monthly visits and phone calls in their home communities. *“We went from needing help to solve problems, to people helping others solve problems.”*

LIFE COACHING by a certified Life Coach assisted CAC members to focus on leadership goals most important to them. Members had telephone support once a month to discuss goals, plans and next steps in achieving what they wanted. *“Our life coach listens and ask questions so we can find the answers ourselves.”*

WELLNESS COACHING assisted members to create healthy living goals and strategies to become healthier. Members developed personal coaching plans that also helped their facilitators learn how to assist them. Members learned that being healthy also assisted them to reach their leadership goals. Coaching calls provided members ideas and ways to carry out their plans. *“She helps me make conscious choices and a healthy living schedule.”*

MENTORING was provided by a person from the community the member identified who helped advise them on personal or professional leadership goals. Mentors have expertise and are connected to the fields of interest members selected for leadership goals. Members utilized mentors to help them connect to schools or start a micro-business, develop a skill, and meet others in their field of interest. *“Now my peers come to me to be a Mentor for them — I can now make my own plans.”*

For More Information

Department of Developmental Services
Office of Human Rights & Advocacy Services
1600 9th Street, Room 240, Sacramento, CA 95814
916-654-1888
www.dds.ca.gov

Where to find THINK-PLAN-DO materials:



Consumer Corner web page

Department of Developmental Services

PDF advocacy publications and media

<http://www.dds.ca.gov/ConsumerCorner/Home.cfm>



youtube.com

View DDS CAC and other advocacy videos.

www.youtube.com

Search word: cac leadership



Board Resource Center

Easy to access PDF advocacy publications and videos.

www.brcenter.org

ACKNOWLEDGMENTS

Department of Developmental Services

Terri Delgadillo Director

Carol Risley Chief, Office of Human Rights & Advocacy Services

Kathleen Ozeroff Deputy Chief, Office of Human Rights & Advocacy Services

Nicole Patterson Coordinator of Consumer Services

Consumer Advisory Committee

Many thanks to CAC members and their community facilitators for the countless contributions that made Leadership Through Personal Change such a success!



CAC MEMBERS SPEAK OUT

Think–Plan–Do

It is a good tool to help teach people how to make decisions.

I will use Think–Plan–Do in different parts of my life.

Think–Plan–Do helps you make choices at home & work.

The guides give me easy steps to follow.

I learned how to be flexible and compromise.

We worked in a group to create good decision-making.

Now my peers come to me for help and advice.

- 1** Remember, change is sometimes difficult.
- 2** Provide support, concrete demonstrations, suggestions, encouragement and affirmation.
- 3** You will succeed!

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LEADERSHIP THROUGH PERSONAL CHANGE



Produced by

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Making Complex Ideas Simple™

866-757-2457

www.brcenter.org