# Guiding Questions

## Planning for Change—A Leader’s Vision

This document is designed to give you questions to consider and additional guidance to help you successfully complete the Planning for Change—A Leader’s Vision assessment. You may find it useful to use this document as a pre-writing exercise, an outlining tool, or as a final check to ensure that you have sufficiently addressed all the grading criteria for this assessment. This document is a resource to help you complete the assessment. **Do not** turn in this document as your assessment submission.

### Presentation Design Tips

Being able to effectively address any audience is a necessary leadership skill. Remember that you are the speaker, not a projectionist. Your purpose is not to present a slide show. Your audience is there to listen to what you have to say, not read your slides—or worse, listen to you read them. Design your presentation slides to compliment and reinforce your message and engage your listeners.

The following tips will help you create presentation slides that work to your advantage:

Focus on the content of your presentation and the development of your main points. Remember that your purpose is to garner support for your plan and build partnerships for implementation.

Consider your intended audience and how best to communicate effectively with them.

Create slides that support your presentation. They should not be your presentation.

* Use a professional presentation template, or one used in your organization.
* Ensure that your slide background provides sufficient visual contrast for your text and graphics.
* Avoid filling your slides with text. Use speaker notes to record the details you want to communicate to your audience.
* Be judicious in your use of bulleted lists. You might even consider a separate slide for each main point.
* Use images and graphics, when appropriate, to illustrate information and make your points. Presentation slides are a visual medium. Images are more effective than text at engaging your audience.
* Avoid using images that are simply decorative. They can be a visual distraction and do not contribute to your message.
* Avoid using flashy slide transitions and animations. They can be both distracting and annoying. Keep your slide transitions consistent throughout the presentation.
* Add a slide to the end of your presentation to prompt questions from the audience.
* Proofread your slides to minimize errors that could distract the audience and make it more difficult to focus on the substance of your presentation.

### Developing the Presentation

Summarize the key aspects of a plan to develop or enhance a culture of safety.

* Consider how best to capture your audience’s attention in an overview of the goals, key elements, and overall scope of your plan.

Identify existing organizational functions, processes, and behaviors affecting quality and safety.

* For example, consider such functions, processes, and behaviors as leadership practices, communications, quality processes, financial management, safety and risk management, interprofessional collaboration, strategic planning, using the best available evidence, and questioning the status quo on all levels.
* How do these functions, processes, and behaviors affect quality and safety?

Identify current outcome measures related to quality and safety.

* How do these measures facilitate outcome improvements?
* How do these measures support a culture of quality and safety?

Explain the steps needed to achieve improved outcomes.

* Present the specific steps, staff responsibilities, and resource requirements needed to move forward with the plan.

Create a future vision of your organization’s potential to develop and sustain a culture of quality and safety and the nurse leader’s role in developing that potential.

* How will you advocate for a culture of quality and safety?
* What makes your vision compelling and likely to garner stakeholder support for your plan?
* What is the nurse leader’s ongoing role in fostering a culture of quality and safety?
* Why is that leadership important and necessary?

### Communication, Supporting Evidence, and APA Style

Present your plan in a professional and respectful way, with the goal of garnering support for your plan and building partnerships for implementation.

Argue persuasively to obtain agreement with, and support for a plan to develop or enhance a culture of safety.

* Address the anticipated needs and concerns of your audience.
* Communicate the need to work collaboratively on implementation.

Support main points, arguments, and conclusions with relevant and credible evidence, correctly formatting citations and references using APA style.

* Integrate relevant evidence from at least 8 scholarly or professional sources.

### Submission Reminders

* Have you adequately covered the key aspects of your plan in your presentation?
* Have you provided a convincing explanation for how specific organizational functions, processes, and behaviors affect quality and safety?
* Have you explained how current outcome measures facilitate outcome improvements and support a culture of quality and safety?
* Have you presented clear and specific next steps, staff responsibilities, and resource requirements needed to move forward with your plan?
* Have you offered a compelling argument for change that clearly establishes the role of nurse leaders in fostering a culture of quality and safety?
* Is your position well supported by at least 8 sources of credible evidence?
* Do you have 12–15 slides that effectively support your presentation, without being your presentation?
* Have you proofread your slides to minimize errors that could distract the audience and make it more difficult to focus on the substance of your presentation?