

Supplementary guide: workshop elements



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The workshop elements found in this supplementary guide can be used across the Community-led Energy Planning (CLEP) diagnose phase.

Rather than being intended as blueprints for the delivery of the CLEP process, they are provided as examples, based on learning from the workshops delivered as part of the Oldham Energy Futures project. Delivery teams should draw inspiration from the guides and resources in order to develop their own session plans and activities.

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Session guide: reflection

Each workshop should begin and end with a reflection round, allowing the group to connect and reflect on learnings and insights. This is also a good opportunity for facilitators to find out what has resonated with individuals and the group as a whole, to ensure that everyone has had their views heard, and to learn how they feel about a particular subject or where priorities might lie.



5-25 minutes



Interactive discussion



This session can be delivered by a facilitator from within the core delivery team



Following this session, participants will:

- feel connected to other members of the group
- recognise what they have learned and heard through the workshop and why it matters to them.



The resources required will depend on the format of the session and facilitators may wish to vary the delivery to keep it fresh each workshop. It can be delivered:

- as a round, so everyone speaks, requiring: a circle of chairs or space to stand and see each other
- people choose to speak if they want to, requiring: a circle of chairs or space to stand and see each other
- everybody writes on a post-it and the group looks at the result together, requiring: post-its
- go for a walk with a partner and have a conversation, requiring: an idea of a short route
- in smaller groups, requiring: chairs grouped together for discussion.



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Session guide: reflection



Offer an open question to the group, for example:

- what remained with you from the last workshop?
- what remains with you from today?
- what do you know now that you didn't know before?
- what are two key takeaways from today for you?
- what are your thoughts about [workshop theme] now?
- what do you feel about [workshop theme] now?

Create space for people who may not usually contribute, where necessary, adapting the approach to ensure everybody is able to share their thoughts.



Record data on:

- group priorities
- levels of understanding of issues and any gaps in understanding
- key issues or solutions proposed.

These can be recorded using post-its or by a [note taker](#).



If time is short, ask for one sentence or even one word reflections.



Session guide: mechanisms for change

This exercise could be delivered at the end of each energy theme workshop, to help the group consider the challenges and opportunities they have explored and can be addressed in their place.



30 minutes



Interactive discussion



This session can be delivered by a facilitator from within the core delivery team. If possible, have an expert on hand who can share potential solutions/examples for the group to be aware of.



Following this session, participants will:

- understand the challenges and opportunities for their neighbourhood in relation to the energy theme
- be aware of actions in other places which have helped local people to address similar challenges and benefit from the opportunities posed by the energy transition
- have highlighted potential solutions or mechanisms they could use to drive change in their place.



Bring the group together in a circle to do this activity. It would be useful to use issues, needs and opportunities cards and ideas and solutions cards to note down challenges and solutions the group identifies.



Where this activity comes after one where the group has broken out into two, ensure each group has an opportunity to feed its reflections back to the other.



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Session guide: mechanisms for change



Ask the group to discuss three key challenges they have identified during the day. These could be written on issues, needs and opportunities cards.

Open the floor to discussion based on a question relating to the workshop's energy theme, for example, "what can we do to help people use more sustainable forms of travel in the neighbourhood and who could make that happen?"

Use this discussion to highlight examples of good practice from elsewhere. It may be practical to use the ideas wall to highlight examples of good practice and use this to prompt discussion about ideas and solutions.

Ideas and solutions could be written either on ideas and solutions cards or using a different format (e.g. flipchart and sticky notes).



Record data on:

- ideas and solutions, particularly elements which have the potential for community ownership which the group could progress later on.




This is an important opportunity to hear what the community is passionate about and which ideas they think could work for their place. Thorough note-taking is required so that these ideas can be referenced in the Community-led Energy Action Plan.



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Role: note taker

It is important to have a note taker present at all workshops to document findings and recommendations, ready to be fed into communications and the Community-Led Energy Action Plan.

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The note taker should record:

- key data (as outlined in each workshop session guide)
- testimonies of energy issues and needs
- spatialised energy issues mentioned during the mapping exercises
- emerging group priorities, challenges and solutions
- individuals, groups or organisations who can lead on a solution
- quotes concerning the benefits and drawbacks of the CLEP process.

The note taker could use a variety of techniques to capture this information.



Energy issues, needs and solutions and named individuals and groups should be noted on the ideas wall, to provide a reference point for the group. The group should also be encouraged to add to the ideas wall.

Spatialised issues could be captured through photos of the maps with accompanying facilitator notes.

Individual testimonies, quotes and emerging priorities are best captured in personal notes and shared with the wider group at the discretion of the notes taker and facilitator.




Notes made during Oldham Energy Futures were used to create blogs on the Oldham Energy Futures website.



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Sharing: ideas wall

A designated “ideas wall”, hosted in the workshop space for the duration of the project can help participants to revisit good practice examples.

 how it works

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In each workshop good practice examples are shared with participants as a way to demonstrate the “art of the possible” and build confidence. These are presented in varying formats (e.g. expert witness presentations, films or in conversation).

Create short case studies and, ideally, put these on permanent display on a designated “ideas wall” in the workshop space for the duration of the project, so that participants can revisit them. If that is not possible, create simple panels to display during workshops.



Ideas and solutions cards can be added to the ideas wall to remind participants of the discussions they had in relation to different case studies and energy themes.



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Resource: maps and flags

An A0 map of the neighbourhood should be present at all workshops. This will be used in specific mapping exercises, but also becomes useful when issues and solutions arise that can be spatially located. It helps to ask the group early on to identify the boundaries of the neighbourhood as they experience it. The mapped information can be transferred online to a Google map, which can be shared with participants and stakeholders.



how it works

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examples of use



Check each activity across the workshops for how the map could be used. Generally the maps also require the use of flags and Blu-tac to mark key places and post-it notes to note key information.

Facilitators can introduce the map in the [laying the groundwork](#) workshop as part of the mapping places of love and interest session.



Set up an online Google map to translate the data gathered from the analogue maps into a more accessible, shareable format.



Maps presenting data generated through the workshops as part of Oldham Energy Futures:

- [Sholver map](#)
- [Westwood map](#).



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Resource: issues, needs and opportunities cards

These cards are used to document the issues, needs and opportunities uncovered by the neighbourhood group during the diagnose phase. This will be particularly helpful to the delivery team in gathering key points to assist the development of the Community-led Energy Action Plan.



how it works



tips



examples of use

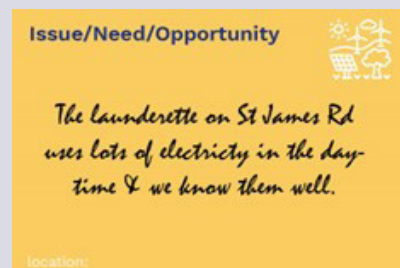


When moving into the later workshops, mechanisms for change sessions and for the action planning workshop, these cards can be helpful to bring together and cluster the issues, needs and opportunities identified in earlier workshops.



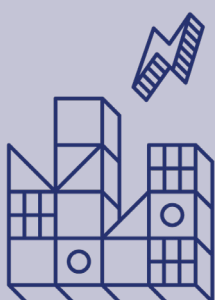
The facilitator can introduce this tool in the laying the groundwork workshop as part of the mapping places of opportunity activity.

Cards can then be made available during other sessions and the facilitator can encourage participants to note down their findings on the cards as they emerge from the activity or conversation.



Templates:

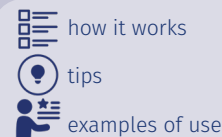
- sustainable transport
- energy efficiency in the home
- renewable energy generation.



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Resource: ideas and solutions cards

These cards document the ideas and solutions highlighted by the neighbourhood group. This will be particularly helpful to the delivery team in gathering key points to assist the development of the Community-led Energy Action Plan and to support the imagining workshops in the amplify phase by highlighting potential community-owned and -led solutions.



It is important to document the ideas for solutions (either community actions or recommendations to stakeholders) that participants identify throughout the workshops, but particularly in mechanisms for change sessions. Introducing a set of pre-prepared cards for people and facilitators to add the findings as they go along is a useful way to do this.



Use the back of the cards to collect specific information when exploring ideas further, e.g:

- who leads
- resources needed
- partners.



Templates:

- sustainable transport
- energy efficiency in the home
- renewable energy generation.



Resource: energy systems education videos

Oldham Energy Futures created videos to enable participants to revisit content from the workshops at a later date. As energy systems understanding was introduced at different stages of the Oldham Energy Futures workshops, these videos were made available for participants to watch at home and share with their friends and family.



how it works



tips



examples of use



Facilitators may want to use the videos from the Oldham Energy Futures project as a template to develop their own place-specific educational videos. The Oldham Energy Futures videos use place-specific examples and imagery to make the content more accessible. The videos could be used as part of “homework”, for participants to share with other members of the community for educational purposes, or used in workshops, although it is advised to avoid screen-based presentations, as they can be disengaging for participants.



Speak with a relevant expert to support the development of the content.



- [Where our energy comes from and how it gets to you](#)
- [Who is involved in getting the energy to us](#)
- [How is the energy system changing](#)
- [Everything is connected](#)
- [How can we decarbonise at a neighbourhood level?](#)



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