Workshop guide: action planning

Rather than being intended as blueprints for the delivery of the workshop, the resources found in this guide 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 resources below and found in the supplementary guide: workshop elements in order to develop their own session plans and activities.

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This workshop brings a neighbourhood group together to reflect on the previous workshops, identify the key challenges and priorities for their neighbourhood and agree on solutions to be included in a Community-Led Energy Action Plan.

In this guide

- Workshop plan
- Session guides
- Optional session guide

Workshop plan

9.45am	Registration

9.45am   Registration
10.05am Opening
- short welcome
- housekeeping
- check in with how people are feeling
- reflection on the previous session
- outline of today's workshop.

10.20am Session 1: reflecting on challenges and solutions
11.40am Session 2: who should own it?
12.25pm Lunch
1pm   Session 3: when should these solutions happen?
2pm   Session 4: voting on solutions
3pm   Next steps - outline to the group:
- what is happening next in relation to the Community-Led Energy Action Plan
- how they will be involved in shaping it
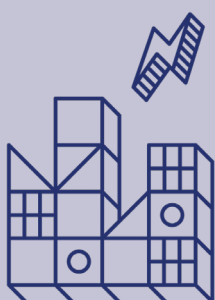- any other activity stemming from this work.

how this impacts me

how this impacts the community

building understanding

mechanisms for change

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Session 1: reflecting on challenges and solutions

This interactive session will help the group recall the workshops they have taken part in and identify the key challenges and solutions that have stuck with them, while allowing space for discussion. It focuses on filtering down the key challenges and solutions for the group to a core grouping which can be developed as part of a Community-Led Energy Action Plan.

🕐	length	☑	outcomes	🗄	data to gather
📖	format	🔧	resources	💡	tips
👤	facilitator	▤	content	🧑	examples of use

80 minutes

Interactive discussion

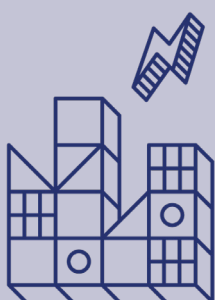This session can be delivered by a facilitator from within the core delivery team.

Following this session, participants will:
- remember the key elements from the CLEP process which resonated with them
- develop a collective sense of which challenges and solutions are a priority to them as a group
- feel connected to the wider group.

You will need:
- flipchart paper
- issues, needs and opportunities cards (completed and blank)
- ideas and solutions cards (completed and blank)
- Blu-tac
- pens.

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Session 1: reflecting on challenges and solutions

🕐 length	☑ outcomes	🗄 data to gather
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Remind the group of what they did in each workshop with a short summary.

Ask the group to individually consider the challenges they identified across the workshops. Where the group have already created issues, needs and opportunities cards for challenges they identify, show them to the group. Where there are new insights, ask them to fill in a blank card.

Have a piece of flipchart paper for each of the three energy themes and group the challenges around these.

Ask everybody if there is anything missing. Include these on an issues, needs and opportunities card and allow space for conversation.

Ask people to say which challenge was most important to them and why. Allow space for discussion and identify these as priority areas. Break the group out into pairs and ask them to think about ideas, solutions and asks and to reflect in pairs on the question: which ideas and solutions have you already come up with in the workshops? Ask them to write these ideas on ideas and solutions cards. These can be things they want to initiate or they want to ask their local or national government or a key stakeholder to do.

Facilitators should collect the cards and group them based on the three energy themes.

Bring the group back together to discuss the ideas, solutions and asks.

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Session 1: reflecting on challenges and solutions

🕐 length	📋 outcomes	🗄 data to gather
📖 format	🔧 resources	💡 tips
👤 facilitator	☰ content	🧑‍🏫 examples of use

Ask everybody if there is anything missing? Include these and allow space for conversation.

Ask people to say which solution was most important to them and why. Allow space for discussion and identify these as priority areas.

Record data on:
· the things that really stood out to the group in terms of challenges and solutions, and which were most important to them.

This activity works best when the group has a large enough space to move around and a good setup for individual work, paired and group discussions.
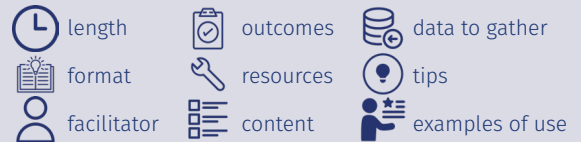
Facilitators should not tell the group what they think came out of the workshops, make sure it's led by what the group thinks is important.
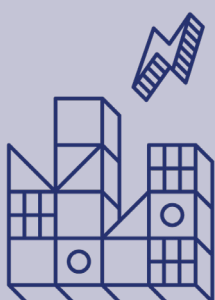
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Session 2:
who should own it?

After the challenges and solutions have been identified, this session allows the group to think more deeply about the different agents who could take action based on the challenges and solutions identified, and what that would mean for the neighbourhood.

🕐 length	☑ outcomes	🗄 data to gather
📖 format	🔧 resources	💡 tips
👤 facilitator	☰ content	🧑‍🏫 examples of use

🕐 45 minutes

📖 Interactive discussion

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

☑ Following this session, participants will:
- have discussed and decided which ownership options best suit the solutions they have prioritised
- have identified the local stakeholders responsible for progressing these solutions
- understand why different ownership solutions appeal to different people based on conversation within the group.

🔧 You will need:
- large cards with prioritised solutions written on them
- colourful note cards or sticky notes
- a large space for the group to move around.

☰ Write down the solutions the group identified in the previous session on the large cards and either place them on the floor or stick them to the wall so the group can see them.

Establish three spaces representing community ownership, public ownership and private ownership.

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Session 2:
who should own it?

🕐 length	📋 outcomes	🗄 data to gather
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Run through the solutions identified and ask the group to stand in the place which represents who they think should own/be responsible for the delivery of that solution.

Ask the people in each place to explain why they chose to go there, and support discussion across the group. Seek to reach some consensus on what the group thinks they would like to see owned by the community in their area and what should be in private or public ownership.

Write these observations down, and any additional information important to the solutions which is reflected in the discussion, and add these to sticky notes connected to the solutions on the wall or floor.

Record data on:
· who the group thinks should be responsible for different solutions
· which solutions the group themselves might like to advance.

It is important that the group have the opportunity to discuss their thoughts on ownership as part of this activity. Make sure to leave enough space and ask prompt questions as to why people may have differing opinions about ownership. Facilitators should pay attention to power dynamics in the room, as this may affect whose voice is loudest and therefore the outcome of the exercise.

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Session 3:
when should these
solutions happen?

It's important to help the group prioritise the solutions they have identified and determine what they want to see in the short, medium and long term. This will also help with the development of the Community-Led Energy Action Plan and asks of stakeholders.
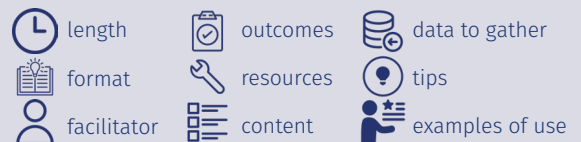
	length		outcomes		data to gather
	format		resources		tips
	facilitator		content		examples of use

45 minutes

Interactive discussion

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

Following this session, participants will:
· have collectively discussed and decided which solutions should happen in the short, medium and long term
· understand why different time scales appeal to different people based on conversation within the group.

You will need:
· large cards with the solutions identified by the group written on them
· a large space for the group to move around.

Write down the solutions the group has identified on the large cards and either place them on the floor or stick them to the wall so the group can see them.

Open a discussion with the group asking which solutions they think
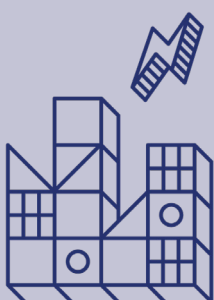
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Session 3:
when should these
solutions happen?

🕐 length   ☑ outcomes   🗄 data to gather

📖 format   🔧 resources   ⦿ tips

👤 facilitator   ☰ content   🧑‍🏫 examples of use

should be delivered in the short, medium and long term.

Ask people to explain why they think this, and support discussion across the group if there are varying opinions. Ask for further detail on what the group thinks needs to happen first and who should be involved in making it happen. Seek to reach some consensus to identify when the community thinks a solution should be delivered.

Write these observations down, and any additional information important to the solutions which is reflected in the discussion, and add these to sticky notes connected to the solutions on the wall or floor.

Record data on:
· which solutions are a priority in the short, medium and long term
· what this might mean for who the group thinks should be responsible for different solutions.

Leave enough space for discussion and ask prompt questions as to why people may have differing opinions as to when activity should happen. Facilitators should pay attention to power dynamics in the room, as this may affect whose voice is loudest and therefore the outcome of the exercise.
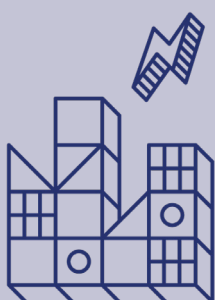
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Session 4:
voting on solutions

This session builds consensus in the group on which ideas should be progressed or prioritised. Prioritising solutions to enable the group to direct future action is a useful way to build a sense of collective ownership over some of the solutions the neighbourhood group thinks should be taken forward and why they matter.

🕐 length	📋 outcomes	🗄 data to gather
📖 format	🔧 resources	💡 tips
👤 facilitator	☰ content	🧑‍🏫 examples of use
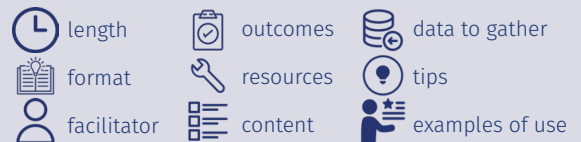
60 minutes

Interactive discussion

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

Following this session, participants will:
· have prioritised solutions to the challenges identified through the CLEP process
· have identified which solutions they want to drive as a group.

You will need:
· pieces of A4 paper with each idea written on them
· three different colours of sticky dots
· a long table.

Set up a long table with all the solutions written on them laid out so that everybody can see them.

Ask a series of questions that go deeper into the ideas emerging for actions.

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Session 4:
voting on solutions

length   outcomes   data to gather

format   resources   tips

facilitator   content   examples of use
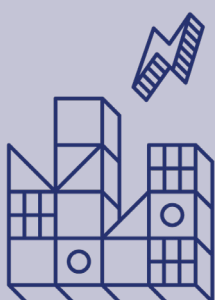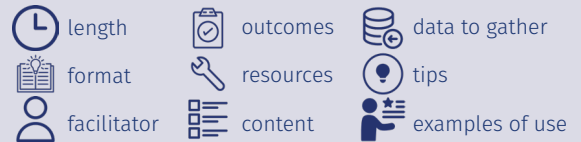
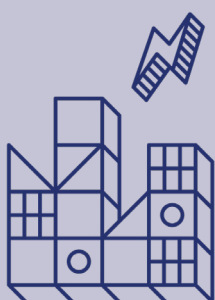1. Which of these changes/activities would have the most impact on climate change?

Let the group discuss and then feed in data from the <u>neighbourhood profile</u> if relevant. Give each person three dots of each colour. Get the group to each stick a sticky dot on the changes/activities they think will have the most impact on climate change. They will each have three votes, and should stick each dot on a different idea.

2. Which of these changes/activities would benefit the community the most? Who should benefit from a particular action (thinking about different groups in the community and how to target solutions)?

Let the group discuss and then feed in data from the neighbourhood profile if relevant. It may be useful to ask prompt questions about how people think particular activities will benefit the community. Give each person three dots of each colour. Get the group to each stick a sticky dot on the changes/activities they think will have the most community benefit. They will each have three votes, and should stick each dot on a different idea.

By the end of the activity the ideas which will have the most climate and community benefit should be visible. Use this as a discussion point with the group to ask what this tells us about the projects and how important community benefit is to them in comparison to climate impact.

If community action projects are being progressed after these workshops, ask the group to use another three sticky dots to vote on which ideas they would like to take forward. Aim to have two key ideas which can be delivered in the short term.

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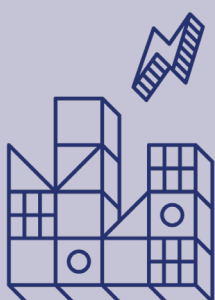Energy
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Session 4:
voting on solutions

Record data on:
· which activities the group thinks will have the biggest impact on the climate and on the community – identifying the social value of different actions. This will be valuable for the Community-Led Energy Action Plan, particularly for stakeholders who may want information about how they can deliver social value through the actions identified by the community.

If there are a lot of potential actions and solutions, facilitators will need to be conscious of time management to ensure that the group have an opportunity to discuss them all.

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Optional session: the washing line

This is a similar session to <u>reflecting on challenges and solutions</u> and will help the group to recall the workshops they have taken part in. It is interactive and should help the group identify key things they took away from the workshops and the elements that stood out to them for the neighbourhood.

🕐 length	📋 outcomes	🗄 data to gather
📖 format	🔧 resources	💡 tips
👤 facilitator	📋 content	🧑‍🏫 examples of use

🕐 30 minutes

📖 Interactive discussion

👤 This session can be delivered by two facilitators from within the core delivery team.

📋 Following this session, participants will:
- remember the key elements from the CLEP process which resonated with them
- know what changes they would like to see in their neighbourhood following the CLEP process.

🔧 You will need:
- a long piece of string (to use as a washing line)
- pegs
- printouts of pictures from the different workshops
- <u>issues, needs and opportunities cards</u> (completed and blank)
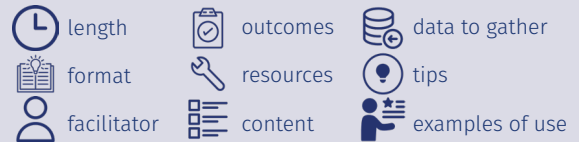- <u>ideas and solutions cards</u> (completed and blank)
- flipchart
- pens.

📋 Set up the "washing line" across the room. One facilitator will need to be in charge of pegging things to the washing line and note-taking about challenges and solutions. The other will lead the conversation.
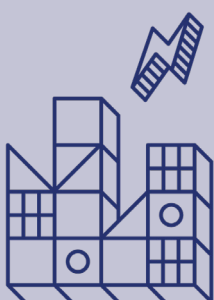
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Optional session: the washing line

Going through the workshops in order, recap what was discussed and delivered with the group. For each workshop, share the pictures around so that people have a visual prompt to jog their memory. This could be delivered in a circle.

For each workshop ask the group:
- what stood out to you from this workshop?
- what challenges or solutions did we come up with?

Add photos to the washing line as the workshops are discussed. Where the group identifies challenges and solutions already documented on the issues, needs and opportunities cards or the ideas and solutions cards, attach them to the washing line. Where new challenges or solutions are identified, add them to the relevant cards and attach them to the washing line.

After the discussion, go around the group or separate into two small groups. Ask people in the group to share:
- something they've learnt
- if they could only make one change to their neighbourhood related to energy and climate, what would it be?

Facilitators take notes on flipchart of changes people would make. Add to the washing line.

Record data on:
- the things that really stood out to the group which could be prioritised later
- broader feedback on the impact the workshops has had on them and what they have learned (useful for feeding back to any funders).

This is a good visual activity so having images from previous workshops is very important.

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