WORKSHOP :

OBJECTIVES	CONTENT/TOPIC	TECHNIQUE	FACILITATOR NOTES	LOGISTICS NOTES
9.30am	Agency welcome and introduce Facilitators	Address		
9.35am	Facilitators outline the day	Address	Outline agenda Remind people of first task after address Remind people about group behaviour and responsibilities in groups	Agenda Displayed Allow all to contribute Don't talk over others Keep to the set tasks
9.40am Participants told the process. They told where they fit in to the overall process They are told what are given's and what are negotiable.	Agency explains the strategy development process and makes it clear why they have invited the participants to the workshop	Address		
10.00am Participant know who else is here. Participants able to raise their concerns	Participants introduce themselves, on a stakeholder by stakeholder basis Agency to respond to issues of content if necessary	Individual contributions	We need to make it clear that this is an opportunity for questions or issues of the process - and questions that will assist others to participate more effectively	List of stakeholders displayed

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10.20am Ideas are generated.	"Bearing in mind what you have heard this morning, what is the one thing (project) your organisation *could* do over the next five years or so that *would* be helped if there was a national strategy." ----- "Is there any project you would like to do that isn't included in this list "	We give everyone a Post It pad. On the pad they write their idea. This is then read out, numbered and pasted onto a wall in a nice neat numerical order	Warn people not to hold onto the sticky parts The neat order is so that people can cluster quickly Agency may need to come up with an example. We could start the discussion by the word "thing" and then ask if there are any specific "projects" as a second round	Have Blutak ready if necessary Number the ideas
11.00am BREAK				
11.15am General themes are identified.	Clustering exercise. "Which of these ideas go together, and lead in the same general direction"	Use the Fastbreak process (Fastbreak is described as Clustering Tool on my WEB page http://users.actrix.co.nz/bobwill/Resources.html	Place the clusters on separate sheets of paper Label the Clusters A, B etc	Ensure paper is in position Arrange room for the groups and place a Cluster Label on each. Assume there will be at least 12 clusters
11.30am	"We are going to be		Explain what we are	Take down

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People decide which cluster they want to work on.

Understands what we are going to do with the clusters overall.

We move rooms | working on these clusters for some time. Please decide a cluster that interests you and stand by it."

Explain what we are going to do with the clusters

Within your cluster please break into groups of 4 or 5 | | going to do with the clusters

One of us then goes around each group of 4 or 5 (breaking them down if necessary), gives them a number and ask them to go into the next room to the group of chairs with that number | sheets/clusters and locate them around the larger room

Put up the 1st set of tasks in the new room

Make a list of which cluster is in which group |
| *11.40*

Identify the overall direction of the cluster. What in general terms are the things in it. | "The first thing we want you to do is give the cluster a name -

and then identify what in general terms the thing in your cluster is seeking to do; its general direction. | Groups | Give them a very short time to do this (10 minutes)

Get them to read out their results.

If any group is having difficulty, then work with them individually. | Now move rooms

New room needs to be set up |
| *Noon*

Look at what needs to be done to help and hinder the cluster's "direction" | Over the next five years or so, what are the three main things that will help this be achieved ?

Over the next five years | Force field analysis.

Flipchart record

Report back to whole group and have a bit of | Can run groups in parallel

Need to ensure they work out both helps and hinders | Post up a pro-forma way of doing it

Report back needs the two roving mikes and someone to hand them |

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	or so, what are the three main things that will hinder this being achieved ? For each, identify in what way will it help or hinder this	discussion.	Can select only some to report back if there are too many groups. Do on a cluster by cluster basis. Tell each group who is next	around
12.45pm LUNCH				
1.30pm Identifies key helps and hinders	What do you think are the more important 'helps' and 'hinders' - you have 5 sticky dots to allocate	Dots exercise		Need to tear off strips of dots and hand them out
1.45pm Look at what needs to be done to help and hinder the overall direction implied by the cluster	Take the helps and hinders with the most dots on them. For each, identify one or two things/projects that would ensure that the helps help and the hinders are prevented from hindering. Identify who would need to be involved in the projects	Return to the same groups, and complete the task. Probably need to stress that we are not thinking up a project to bring about the purpose of a group, but the project that would help the helps and prevent the hinders. The post it exercise at the beginning of the day would do that.	Do it on flipcharts Treat this as a poster exercise; or at least just a limited report back	Need to provide an example sheet for them

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	Identify the thinking behind the project			
2.30pm Stakeholder groups identify implications for themselves	Look at the various ideas that were generated this morning. The hexagons. Look at the tasks that were identified this afternoon Identify which ones require your group doing something. What ideas are :- • Feasible • Not feasible • Missing from the list but would be good to do	Group working		Need to lay out room to allow for the right number in each stakeholder group Post example sheet
3.00pm BREAK				
3.20pm	Report back from above exercise			
3.40pm	I would now like to walk	Individual work		Hand out sheets at the

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Identify some boundaries, what to do about them.	around the room and see if you can identify three things. These are on the sheet Instruct people how to fill out the sheet When you are finished please return to your cluster groups. Take your sheet with you.	Individual feedback to whole group Again probably done by selecting responses, rather than everyone focus just on the boundary cases		beginning of the exercise whilst still in stakeholder groups
4.00pm Wrap Up	In your cluster groups you have an envelope. Please place your responses into that envelope. Now take out a piece of paper, and answer the two following questions. Now one person acts as a scribe on that paper, and writes down your answers on it, and then places it in the envelope. Finally, please place all material from the day in the envelope.	Group Task	May need to work out what to do if there was more than one group per cluster. The questions are :- • What do you think was learned today, that is important to remember as Agency formulate the draft strategy ? • What advice would you give us for the next workshop ?	Envelopes first to the groups. Hand out final sheet after people have done the task.
4.20pm			Stress what happens next	

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Thanks from Agency			and all that	