Green Action Week Planning Session

We are excited that you are interested in taking part in Green Action Week 2019. This is a guide to help you facilitate a planning session.

It will help you write a stronger application and plan activities that are more likely to lead to the change you want.

If you use this guide, please let us know your feedback..
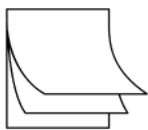
What you need

This session will take about 60-90 minutes - but you may need to do preparation.

Try for at least 4 participants so you can work in pairs - and pick a facilitator.

You will need post-it notes and pens for everyone. Spare flipchart paper is also useful.

Print this guide out to use it with the Presentation Slides and the Planning Poster

This guide helps you plan:

1 What is your **vision** - what would sharing community look like if you won?

2 What **obstacles** stand in the way - and what is really causing those obstacles?

3 What **solutions** can you think of? Will they really solve the obstacles?

4 Only then are you ready to plan **activities** which can help make your vision true.

The most important thing to do?

Even if you do not do all these exercises, it is critical that you gather with your team-mates and ask yourselves the 'key questions' about your plans.
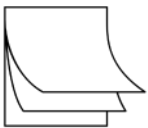
1. Vision

Explain what will be different in your community if you are successful. Can you do it under 40 words?
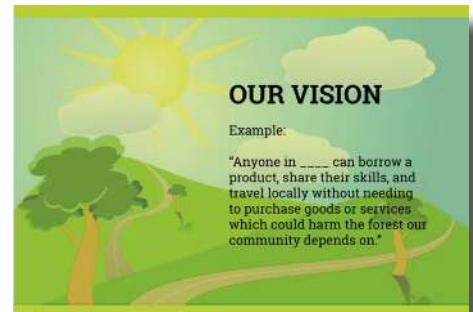
Suggested exercises:

All together:
Give everyone a minute in silence to think: **'What would a week of ordinary life look like if we were completely successful?**. Then take it in turns to listen to each other's answer.

OUR VISION

1. What would a week in the life of someone in your community look like if you were successful?

2. What words or phrases did you like from everyone's answers?

3. How could we turn these visions into one short vision for the sharing community we want to see?

Individually:
Everybody individually writes down words or phrases or ideas that they thought were really important from the group story they just heard.

OUR VISION

Example:

"Anyone in ____ can borrow a product, share their skills, and travel locally without needing to purchase goods or services which could harm the forest our community depends on."

All together:
Everybody put your papers together - the facilitator should now ask people to group any similar ideas, and ask everyone the key questions (below)

All together:
Facilitator asks the group to prioritise which ideas are most important, and uses the Planning Poster to try and write a vision that reflects them. Don't worry about the exact wording yet - focus on a principle that excites you!

Our vision for a Sharing Community

Key Questions

?

- How will you know if you're not needed anymore?
- Can you imagine what a person can do - not just imagining a perfect society?
- Does this tackle the joint crisis of people and planet?
- Is this focused on 'Sharing Community' - how strongly is sharing and collaboration in this vision?
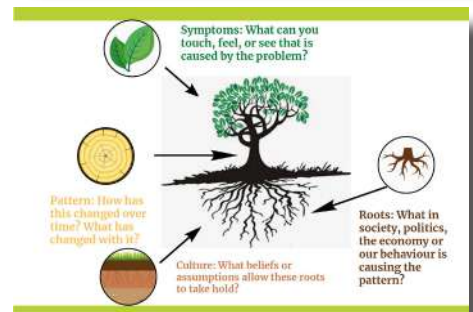
2. Obstacles

Suggested exercises:

In pairs:
Discuss between pairs: **what are the major obstacles preventing our vision from happening?** Write these down on your post-it notes

All together:
Discuss the problem tree (in slides) - does everyone understand the difference between a 'symptom', a 'pattern', a 'root' and a 'culture'?

In pairs:
Back in the same pairs, look at your obstacles again. Starting with your most important, can you split it up into 'symptoms', 'patterns', 'roots' and 'culture'? Make it visual by drawing your own problem tree on paper.

All together:
Pairs present their obstacles' problem tree to the group. Facilitator should challenge each pair with the key questions (below). Facilitate a discussion about prioritising which obstacles are most important - and write 1-4 down on the Planning Poster.
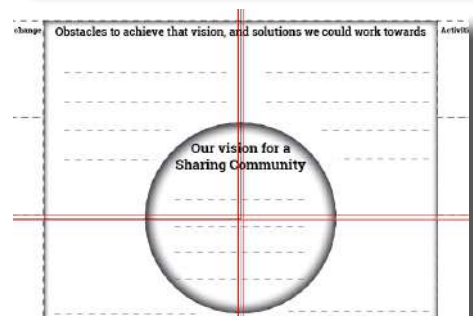
Key Questions ?

• If your obstacles are mostly 'symptoms' or 'patterns', what could be the 'roots' or ' culture' behind them?

• If your obstacles are mostly ' roots' or 'culture', can you identify some 'symptoms' or 'patterns' to make them feel real?

• If this obstacle was solved, would the vision likely come true?

3. Solutions

What solutions could tackle the obstacles you identified? Who do you need to reach to make them happen?

Suggested exercises:

In pairs:
Take the priority obstacles your group just identified, what solutions could tackle these which fit your analysis of the problem tree? Example: if an obstacle is 'lack of consumer trust in shared services' then your solution could be tackling the culture, or the root policy/economics behind that obstacle.
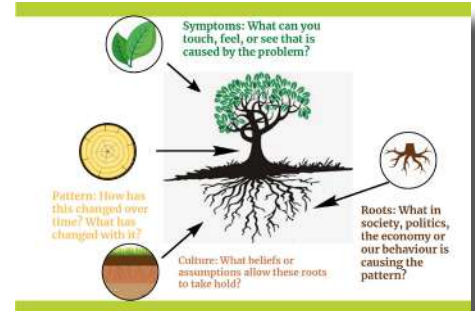
All together:
Each pair presents their potential solutions. Facilitator challenges them with the key questions (below) and facilitates a discussion about which solutions to prioritise: 1-3 maximum.
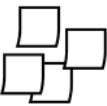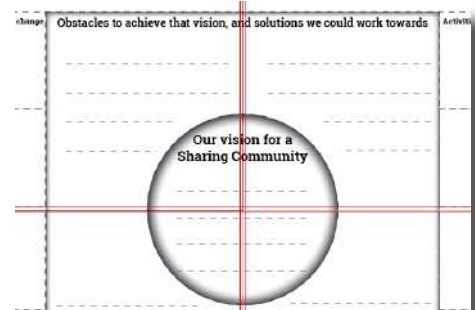
All together:
Looking at the agreed 1-3 priority solutions, everyone writes down post-it notes of audiences for these solutions - **who do you need to reach to make these solutions happen?**
Facilitator challenges group with audience questions (slide) and groups post-its.

In pairs:
Change into different pairs. Pick one of the post-its and think about that audience as a person, not a category. Try to draw them, and answer the questions on the slide.
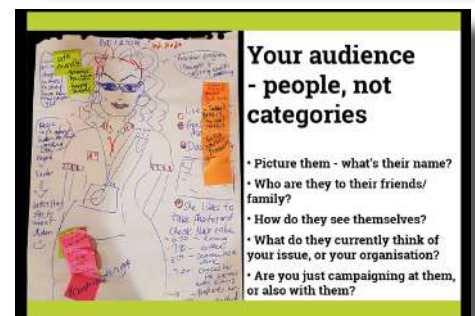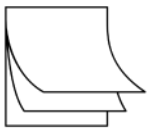
4. Activities

Suggested exercises:

All together:
Look at the slide of example activities (more stories, including videos, can be found on the Green Action Week Facebook page). Facilitator leads a group to discuss what you liked about the examples, what you found difficult to understand. Do your current solutions share these four characteristics?

Individually:
Everyone has to write down 10 ideas in 10 minutes for activities that you could carry out. Don't worry that this is too little time - by the time you get to idea 6 or 7 you will probably have to rush or get a bit silly - that is good! The point is to generate lots of ideas without thinking too hard about them.

In pairs:
In pairs, take a lot of post-its and go through them one-by-one quickly. Try to build on every one, even if they are silly, what could make them better? Then select your top three.

All together:
Each pair presents their top three, and the facilitator asks the key questions. Everyobody gets two votes (put dots on the post-its). This is not the final decision, but everyone has had their say.
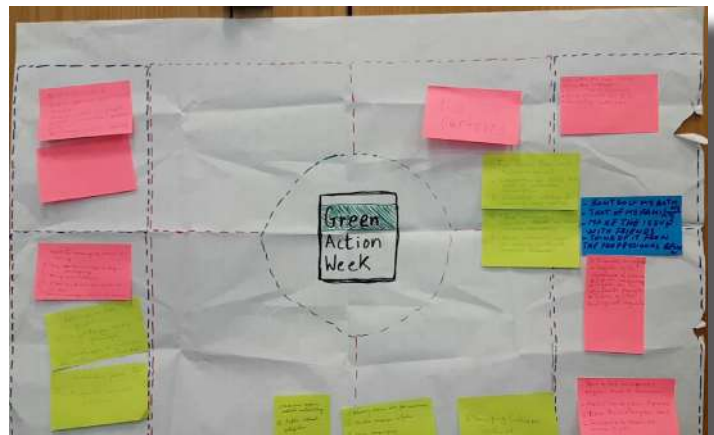
Key Questions ?

• Are we just listing activities we have done before, or which are easy?

• Have we thought about who else (partners, allies, etc) we will need to carry this out successfully?

• Are we staying true to our vision, obstacle, and solutions?