**AGENDA PLANNING TEMPLATE**

**FOR HALF-DAY CLIMATE CHANGE ADAPTATION WORKSHOP**

# **Workshop Title**

# **Date, Time, and Location**

# **Sponsoring Agency**

**GOALS**

* What do you want participants to learn at the workshop? Be very specific. Do you want participants to know more about the science of climate change? Specific impacts? How other departments or jurisdictions are dealing with impacts?
* Do you hope to inspire participants to take certain actions as a result of the workshop?
* What information can you share with your audience to ensure they are on the same page to work together on this climate impact?
* How do you want participants to feel when they leave? You may not share the answer at the workshop, but it is crucial to consider. Often, climate information is overwhelming. If you don’t want your participants’ energy dampened, you may aim for them to feel “empowered” or “equipped.” This aim can guide your planning, including the presentation flow and how long you spend on risks as opposed to solutions.

**DESIRED OUTCOMES**

* What is the final deliverable you would like from the workshop? It might be an agreed-upon project concept, a group of priority strategies, a number of rough prototypes, or a brainstormed list of ideas.
* What documents might participants generate that would advance the work after the workshop? Share which processes, documents, or plans the workshop deliverables will contribute to. These might be emergency plans, documents, protocols, or training. Be as specific as you can, and make sure to get top-level buy-in. If you have, you have already achieved a crucial step by solidifying agreement that change is needed.
* Think about the process by which this issue will be worked on following the workshop. Ideally, the workshop builds buy-in so it is not only one person moving the work forward. Consider forming a short-term working group to fulfil clear, narrow goals. Getting buy-in on this idea from decision-makers before the workshop, when possible, will contribute to success.

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| **Registration & Coffee/Tea** *(Consider setting this agenda item 10-15 minutes prior to start time.)* |
| 8:30-9:20 am*(50 min)* | **Opening Remarks & Framing Presentations** Outcome: Example—Participants note executive support, gain clarity on the goals and activities of the morning. Participants are familiarized with how climate change will exacerbate [insert your selected climate impact].* **Workshop Goals** *(given by your Key Approver, if possible)*
* **Climate Change Impacts on [Your Jurisdiction]** (*possibly given by you)*

*What is climate change, and what will we be facing? Keep this very quick and high-level (<10 min) and focused on the impacts you’ll be addressing.** **Climate Impacts on [Your Area of Work/Your Population]** *(possibly given by someone from the part of your agency most affected by this climate impact, such as a public health unit if you are focusing on a health impact)*
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| 9:20- 10:00 am*(40 min)* | **Initial Reflections**Outcome: Example—Participants discuss the connection between climate change trends and their everyday work.* **Introductions** *(We scheduled introductions after the impacts were discussed so that everyone had an opportunity to share their response. Consider asking a succinct question that will focus the group on how they connect to the issue. For example, ask them to name the client population they serve. Be sure to allow ample time if you add a question, at least 30 seconds per participant.)*
* **Focused Conversation** *(Lead the group in a series of questions to help them digest and knit together what they have learned. Appendix B contains links to guidance on facilitating a focused conversation.)*
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| **Break**  |
| *10:15-10:45 am**(30 min)* | **Interactive Presentation** *(This presentation will enable the participants to get in touch with how they relate to the climate impact on which the workshop focuses. Example: “Looking Back: Impacts and Responses during Nearby Wildfires” or a case study from a jurisdiction that has made progress in this area.)*Outcome: Example—Participants recall the recent [climate event], and begin to think about the kinds of responses that are possible and useful.Additional Example—Participants are familiarized with major cooling strategies that have been applied in [another jurisdiction].* **Presentation**
* **Reflection/Q&A**
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| *10:45-11:25 am**(40 min)* | **Breakout Groups** *(An interactive activity that gives participants a chance to brainstorm and share ideas for how their unit can address the climate impact in some way.)*Outcome: Example—Participants suggest and explore: ideas for how to communicate about climate impacts to clients; possible barriers to success; support required from managers and leadership to overcome barriers; and possible next steps.* **Group Formation** *(Participants join groups focused on, for example, emergency protocols or communication to clients.)*
* **Team Exercise** *(For example, participants complete a worksheet together to go through a process to identify an idea or reflect on sample guidance provided. They may identify items for consideration or create a prototype to share with the larger group****.****)*
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| **Break**  |
| *11:35-12:15 pm* *(40 min)* | **Report-Out and Identification of Themes**Outcome: Example—Participants hear ideas proposed by their colleagues and are invited to identify ideas and questions they find particularly important for action or inquiry.* **Team Reports** *(For example, each team has four minutes to present their two ideas and brief details about each idea.)*
* **Group Responds** *(If ideas are put up on a wall, the group might be asked to star ideas they like or add post-it suggestions to ideas.)*
* **Group Reflection on Emergent Themes** *(Participants are led through an exercise, such as reflection questions, to process the generated ideas and responses.)*
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| *12:15-12:30 pm**(15 min)* | **Next Steps & Timing**Outcome: Example—Participants are reminded that the time they invested today is appreciated, that their input will be used, and that this workshop is part of a larger climate adaptation effort they have now joined.* **Group Discussion & Evaluation** *(Participants are led through a discussion to evaluate the workshop and provide input to shape next steps and workshop follow-up.)*
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