**Results to Action Workshop Agenda Builder**

## **Purpose**

To select the activities and plan the agenda for your Results to Action Workshop.

## **What you will need**

**Who:** core team

**Where:** in-person or virtual meeting

**How long will it take:** 45 minutes

**Materials:** electronic or paper copies of the activities listed below

**Instructions**

1. Get together with your core team to review the activities in the Strategize section of ERB and select which ones to include in your Results to Action workshop.
2. Things to discuss when selecting activities:​
   1. How long should the workshop be? Consider the time constraints of your participants, and whether you will be able to offer food. ​
   2. Do you have specific outcomes you need from the workshop? For example, do you need a longer list of potential actions with less detail, or a shorter list of actions with more detail? Do you need to have actions ranked in order of priority? Do you need a strategy plan, or will you reconvene and develop that later? ​
3. Select the activities you want to include in your workshop. ​
   1. **Part 1 – Warm up activity (pick one or both)**
      1. Emergency preparedness role playing (30 minutes)​
      2. Storytelling equity implementation (30 minutes)​
   2. **Part 2 – Action Brainstorming (Do all 3)** ​
      1. Action Area Vision Statements (30 minutes)​
      2. Actions Brainstorming (45 minutes)​
      3. Action Evaluation ​
         1. Option 1: A complete list of possible actions with an understanding of how they would increase equitable resilience. Complete parts 1 and 2A.
         2. Option 2: A list of actions that is prioritized according to what the community participants feel is most important. Complete parts 1, 2A and 3.  ​
         3. Option 3: A short list of actions with more detail. Complete parts 1, 2B, and 3.  ​
            1. Part 1 (20 minutes)​
            2. Part 2 Option A (30-45 minutes)​
            3. Part 2 Option B (90 minutes)​
            4. Part 3 (40 minutes)​
   3. **Part 3 - Strategy planning (optional) (45 minutes)**​

## **Part 4 – Workshop Wrap-up (45 minutes)**

## Edit the Sample Agenda below with the activities you selected.

## **What to do next**

Consult the Facilitator’s Guide to finalize the details for your workshop.

## Results to Action Workshop - Sample Agenda

**Workshop Date:** Saturday, May 6

**Workshop Time:** 9:00 am - 2:30 pm

**Workshop Location:** Main Library, 500 Mainstreet, Your Town, ST, 45459

**8:30am – Coffee and registration**

**9:00am – Introductions** (40 minutes)

* Host organization introduces themselves, describes purpose of workshop, and introduces facilitators (10 min)
* Participants go around and say their name, if they have any affiliations, and what they hope to get out of the workshop

**9:40am – Storytelling on equity in implementation** (30 minutes)

**10:10 am – Break**

**10:25 am - Action Area Vision Statements** (30 minutes)

**10:55am - Actions Brainstorming** (45 minutes)

**11:40am – Lunch and Open Mic** (50 minutes)

* Provide lunch if possible
* Have “Open Mic” time for people to share songs, poems, stories, or other events and information

**12:30pm Action Evaluation** (1 hour 30 minutes)

* Part 1 (20 minutes)
* Part 2 Option A (30-45 minutes)
* Part 3 (20 minutes)

**2:00pm Workshop Wrap-up** (20 minutes)

**2:20 pm Closing** (5 minutes)

* Thank participants and share any next steps