Results to Action Workshop Agenda Builder

## **Purpose**

Use this worksheet to select the activities and plan the agenda for your Results to Action Workshop.

## **What you’ll 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**

## 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.

## Things to discuss when selecting activities:​

## How long should the workshop be? Consider the time constraints of your participants, and whether you will be able to offer food. ​

## 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? ​

## Select the activities you want to include in your workshop. ​

## **Part 1 – Warn up activity (pick one or both)**

## Emergency preparedness role playing (30 minutes)​

## Storytelling equity implementation (30 minutes)​

## **Part 2 – Action Brainstorming (Do all 3)** ​

## Action Area Vision Statements (30 minutes)​

## Actions Brainstorming (45 minutes)​

## Action Evaluation ​

## Option 1: A complete list of possible actions with an understanding of how they would increase equitable resilience. Complete parts 1 and 2A.

## 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.  ​

## Option 3: A short list of actions with more detail. Complete parts 1, 2B, and 3.  ​

## Part 1 (20 minutes)​

## Part 2 Option A (30-45 minutes)​

## Part 2 Option B (90 minutes)​

## Part 3 (40 minutes)​

## **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, YourTown, 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