

Appendix I: Facilitation agenda – Designed by Lead Facilitator Darin Harris with Living Giving Enterprises, LLC.

Process Steps	Duration
1. <u>Welcome</u> <ul style="list-style-type: none"> Review flow of Session I Review of participant guidelines 	3 mins
2. <u>Room Introductions</u> <ul style="list-style-type: none"> Use ‘<i>who is here</i>’ method (2 mins) Group mingle (5 minutes) <ul style="list-style-type: none"> Ask people to stand and find one other person Introduce themselves and say <i>ONE THING</i> they are at the conference to <i>give, receive or learn</i> Raise hand when done and find a new person who has their hand up 	10 mins
3. <u>Presentation of 5-8 Goals and Strategies</u> <ul style="list-style-type: none"> <i>Reminder to participants (Facilitator): Use active listening, empathy, understanding: taking notes on their top goal(s)/strategy(ies)</i> <u>5 mins</u> introduction of track leaders (led by track leaders) <u>10 mins</u> for presentation of content, <u>5 mins</u> for question and answer (only clarifications) <i><u>Facilitators intervene</u> if participants grandstand over content. Point people to next conversation where they will be able to describe their perspectives.</i> 	20 mins
4. <u>Exploring Goals and Strategies</u> <ul style="list-style-type: none"> <u>Facilitator</u> says: “You will now talk with each other at your tables. Share what goals/strategies stood out to you and if anything critical was missing.” Table discussion: What goals/strategies stand out to you, why? What is your “top” goal/strategy? What other goals are you passionate about? Table discussion: <i>What, if any, additional <u>goals or strategies</u> are ESSENTIAL to accomplish the outcome of this breakout topic? (If any?)</i> <i>Participants-</i> Come prepared to share top goal/strategy <i>Participants-</i> Come prepared to share critical goals and strategies (if there are any) 	15 mins
5. <u>Offerings</u> <ul style="list-style-type: none"> <i><u>Facilitator asks---</u> “Are there any participants who wishes to offer an additional <u>goal/strategy</u>?”</i> 	15 mins

<ul style="list-style-type: none"> • <i>Participants</i> step forward to name and describe their goal/strategy • <i>Participants</i> are asked to write goal/strategy on FLIP CHART paper as the others are. This person becomes the host of the idea for ROUND 1 of Open Space. 	
<p>6. <u>Instructions for Open Space Round 1-2: “Exploration” & “Build”</u></p> <ul style="list-style-type: none"> • <i>Facilitator</i> describes tasks over the next 50 mins until lunch <ul style="list-style-type: none"> ○ “For the next 50 mins you will be joining 2 stations around the room--- each one of 25 mins” ○ “The first round is called exploration. In this round you will review the goal or strategy. Then you will create a list of possible actions to move it forward. Then you will select the TOP 3 actions from this list to highlight.” ○ “YOUR TASK is to clearly write your TOP 3 ACTIONS on the flip chart paper provided” ○ <u>REMIND participants of 3 Criteria for action review:</u> <u>ACHIEVABLE---</u> achievable in Wisconsin. Explanation: this can mean BOLD and INNOVATIVE, but not outrageous. This is about actions that are “doable” given the realities of our State (MORE ACHIEVABLE) <u>IMPACTFUL---</u> reduces impact of climate change (LESS IMPACT). Explanation: This means the action reduces/stores greenhouse gases, reduces unintended consequences on humans/ecology. <u>EQUITABLE---</u> Increases equity to improve conditions for BIPOC and rural populations. as well as the majority white populations (MORE EQUITY). Explanation: It is critical that actions “lift all boats” and not just benefit some or have large impacts on BIPOC or rural communities. • <i>Facilitator</i> says, “Each of You will ‘vote with your body’ to approach the goal/strategy of highest interest/intrigue. You can visit for 5 minutes at least to see if you resonate with it. Then you may move to another area if it doesn’t. Once you move to a new area, you must stay in the area for the remaining 25 minutes.” • <i>Participants</i> move to area of their choice. • <i>Facilitator</i> says, “At your area, discuss: <u>What actions could be taken by ourselves, others, nonprofit, private, or Govt. organizations to FAST FORWARD this goal/strategy?</u>” • “Share ALL ACTIONS on flip chart provided on wall for notes. Once ALL ACTIONS are captured on flip chart, group nominates and selects TOP 3 actions. Capture ideas <u>clearly</u> (neatly) on flip chart paper under HEADER TITLE.” 	5 mins
<p>7. <u>Open Space Round 1: “Exploration”</u></p> <ul style="list-style-type: none"> • <i>FACILITATOR REQUESTS at 10:35 THAT PEOPLE FINISH ROUND 1 AND MOVE TO NEW GOAL/STRATEGY FOR ROUND 2. People may STAY at their current station or move.</i> 	25 mins
<p>8. <u>Open Space Round 2: “Build”</u></p> <ul style="list-style-type: none"> • Participants “vote with their body” to approach the goal/strategy of highest interest/intrigue. • <i>Facilitator</i> says, “You will now review the actions nominated by previous group.” 	25 mins

<ul style="list-style-type: none"> • “Discuss: <i>What actions could be taken by ourselves, others, nonprofit, private, or Govt. organizations to FAST FORWARD this goal/strategy?</i>” • “Like before, share ALL ACTIONS on flip chart provided for notes.” • “Once ALL ACTIONS are captured on flip chart, nominate and select TOP 3 actions or build on the top 3 actions from the previous group.” • “Capture ideas <i>clearly</i> (neatly) on flip chart paper under <u>HEADER TITLE</u>.” • “Place <u>HEADER TITLE</u> in central place in room (AKA: “<i>Gallery</i>”). • <i>FACILITATOR REQUESTS at 11:59 THAT PEOPLE FINISH ROUND 2</i> 	
<p>9. <u>Closing of Session I</u></p> <ul style="list-style-type: none"> • <u>Facilitator</u> says, “You are encouraged to take a <i>Gallery Walk</i> to review ideas at each station between now and 1:30 PM. We will meet back here in this room and begin at 1:30 for the next session.” • <u>Facilitator</u> says, “Over the lunch hour, I and others will be cleaning up the list of actions to find linkages and reduce duplications. We could use your help for a few minutes NOW for those who can stay.” • <u>Facilitator and participants</u> spend time over lunch to find linkages between ACTIONS and create CLEAR and FINAL list of ACTIONS for Voting. • <u>Facilitator</u> places list on one wall for accessible dot voting after lunch. 	1 min
BREAK	90 mins

10. Voting Round: CHOOSING TOP 10 Actions

30 mins

- Welcome Back and Facilitator instructions (up to 10 mins)
 - Facilitator says “For the next 30 minutes we will be reviewing and choosing the TOP 10 ideas created in the previous session. You will take a look at all the ideas by walking around (Gallery Walk).
 - Facilitator and helpers describe how ACTIONS were summarized and clarified.
- *Gallery Walk* to review actions Participants use sticky dot polling to arrive at top 10 actions overall across the goals/strategies. Each participant will receive two sets of 10 different colored dots. They can use them for up to 10 actions or weight their dots with more than one on each.

TWO ROUNDS OF VOTING:

- Facilitator says, “Next, we will have TWO ROUNDS of dot voting. FIRST, you will place 10 dots on the ideas you think will be the MOST ACHIEVABLE. This means the ACTIONS with the greatest likelihood of taking hold here is Wisconsin--- they can be BOLD and INNOVATIVE, but not outrageous. You can place your dots separately or more dots on one idea if you really like it (weighting). Either way you only have 10 dots total.”

ROUND 1: DOTs

- ACHIEVABLE--- achievable in Wisconsin. Explanation: this can mean BOLD and INNOVATIVE, but not outrageous. This is about actions that are “doable” given the realities of our State (**MORE ACHIEVABLE**)
- Facilitator tallies first vote. Separate the actions into the highest 50% (does not have to be precise).
- Facilitator says, “Now you will place a second-round of dots on the remaining actions according to IMPACT and EQUITY (see criteria below for explanation). Each of you will receive a new set of 10 colored dots. Like last time, you can use them for up to 10 actions or weight their dots with more than one on each.”

ROUND 2: DOTs

- IMPACTFUL-- reduces impact of climate change (**LESS IMPACT**), reduces/stores greenhouse gases, reduces unintended consequences on humans/ecology.
- EQUITABLE--- Increases equity to improve conditions for BIPOC and rural populations as well as the majority white population (“lifts all boats”) (**MORE EQUITY**)
- Facilitator tallies second vote. Identify the TOP 10 ACTIONS with the most dots.
- Facilitator shares the TOP 10 actions with room and notes where they are located physically in room so people can identify them for the next step. Facilitator places a colored sticky on the top of the flip chart where the idea lives. Facilitator numbers the stickies 1-10.

<p>11. <u>Poster Round: “Fast Forward”</u></p> <ul style="list-style-type: none"> • <u>Facilitator</u> says, “Each of you will need to choose which station to move to for the next 45 mins. While at this station, you will be creating a “storyboard” of the action which will allow you to get creative as well as specific about how the action will take place once this conference has ended. You will appoint a HOST at your station who will stay to explain what you’ve produced during the lightning rounds that follow.” • Break into 10 groups based on interest (5 minutes to move) • Each group creates STORYBOARD of ACTIONS. They can write, graphically draw to describe ideas/commitments to provide the following: <ul style="list-style-type: none"> ○ Context- What is happening to create the need for action? Who are the people most effected- audience who must be engaged and part of it? ○ Action- What is a MAJOR action you wish to take, describe it? When does it take place -Timeframe- (date by when to start and stop)? ○ Result/Impact- (indicate impact on \$, carbon, and scale) <ul style="list-style-type: none"> ▪ Champion- Person/organization that will commit to supporting and driving idea ▪ First Step- What is FIRST step that can move this into action? • <u>Facilitator</u> reminds each station to appoint HOST to stay at station to describe action ideas to participants during lightning round rotations. 	50 mins
<p>12. <u>Group Lightning Rounds</u></p> <ul style="list-style-type: none"> • Host(s) stays at station. • <u>Facilitator</u> says, “Everyone will rotate through stations for 5 mins per station. You will be able to visit up to six total stations for a total of 30 minutes.” • Hosts briefly describe the template and answers questions. • <u>Facilitator</u> signals when it is time to move---use clapping, bell, or whistle to initiate movement. 	30 mins
<p>13. <u>Prep for Conference Report Out</u></p> <ul style="list-style-type: none"> • <u>Facilitator</u> asks each person to take out the CLIMATE FAST FORWARD ACTION CARD. • Each person notes the PERSONAL and COLLECTIVE actions they will take over the next 6 months/year (5 minutes). • <u>Track leaders</u> thank participants and dismiss to conference activities (2-3 mins). • <u>Facilitator</u> asks <u>HOSTS</u> or other volunteer from action station to visit John Hitchcock at his table during the break to sketch ONE OR TWO icons from their storyboard. • (AFTER PARTICIPANTS LEAVE FOR BREAK) <u>Track Leaders</u> meet to create 90 second FLASH TALK to assembled conference. • <u>Facilitator or Room Volunteer</u> take pics of all data sheets and template visuals. 	10 mins