

Green Screen ambassador certification

Activity: creating an action plan

Description

Starting from participants needs build collectively an action plan with dedicated coordinator and a date to implement each action.

Objectives

- Generate ideas, share existing knowledge and practices, seek peer solutions;
- Cross fertilize ideas & practices between participants;
- Engage participants to take action after the workshop

Length

120 minutes

Instructions

This animation is divided in 3 mains steps:

Exercise 1 - Affinity diagram: determine the needs to launch or move forward on actions (45 minutes)

Question : What are the needs to launch or make your actions move forward ?

Process :

1. Brainstorm in small groups. Each group receives post-it and write down so many ideas/needs that go through the mind. Be careful: one idea/need = one post-it. (15min)
2. Each group come in front to the group to explain their post-it. They post them on a surface visible to everyone, e.g. on a white big sheet of paper pasted on a wall (15 min)
3. Break : facilitators to create relationships between ideas and give name to categories (10 min)
4. Validate categories with the group (5 min)
5. Vote for 3 categories /topics participants want to work on. (5 min)

Exercise 2 - World café : from needs to actions (60 minutes)

Questions:

- What already exists on the topic?
- What is missing?
- How can we co-create / collaborate?

Process:

1. Create 3 tables and define one content manager per table
2. At each table, each group will work on a topic defined during the previous exercise and try to answer the 3 above questions
3. Each group rotates at each table and enriches ideas of the previous group: 3 round tables of 20, 15 et 10 minutes.
4. When the rounds are finished, each content manager returns the content of his table to the whole group

Exercise 3 - Define the people who will be responsible for the actions (15 minutes)

Process:

1. Each content manager read each the list of action to the whole group and for each of them ask who will take this action and when
2. The content manager writes down names and dates next to the actions

Materials needed

- walls where to post flip chart sheets
- post-it
- markers of at least 4 different colours
- a timer