



## Explanation

This **Action Planning Workshop** tool will provide you with all you need to know to run a workshop to engage stakeholders in developing detailed action plans. Workshops are a good mechanism for enabling a range of stakeholders to contribute to your food partnership action plan. They can be run alongside other mechanisms such as sharing online action plan templates to capture detailed actions that will deliver on your vision / aims and outcomes.

Note: this workshop tool is designed to be read in conjunction with the [Action Planning](#) guide.

## Introduction

- Before setting out to organise your action planning workshop it is worth ensuring that you have already established a clear vision / aims and outcomes for your food strategy. These will form the framework for your action plan.
- It's also worth spending time ensuring that the relevant stakeholders are likely to attend. You may already have a list of interested stakeholders or need to do some networking to further develop connections with people with a good knowledge of the topic area. You might want to request that key individuals attend to offer specific input.
- The sustainable food agenda is very wide. We would recommend holding an action planning workshop for each of the SFP key areas, or equivalent.
- The workshop below takes 2 hours, but you may wish to spend longer to allow for discussion depending on the numbers attending.
- The example of a structure for the workshop below is only a guide. You will need to adapt it to suit your specific needs and interests.

## What to do

- Before setting out to organise your action planning workshop it is worth ensuring that you have already established a clear vision / aims and outcomes for your food strategy. These will form the framework for your action plan.
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- The example of a structure for the workshop below is only a guide. You will need to adapt it to suit your specific needs and interests.
- You will need:
  - flip-chart paper,
  - post-it notes,
  - thick and thin coloured felt-tip pens,
  - sticky dots
  - action planning template
  - Space for small group work around tables

## Action planning workshop – example structure

<b>WELCOME</b>	
<p><b>10 mins</b></p> <p>Vision and Aims written up on flip chart</p>	<p><b>Welcome – Introduction</b></p> <ul style="list-style-type: none"> <li>• Welcome (introductions round the room)</li> <li>• Restate vision and aims / outcomes of the Food Partnership</li> <li>• Purpose of the workshop:               <ul style="list-style-type: none"> <li>○ To look at specific aims (state which)</li> <li>○ To identify objectives and actions that will help achieve these aims:</li> <li>○ To begin to prioritise actions</li> <li>○ Outputs will form the basis for the food partnership action plan</li> </ul> </li> <li>• Drawing on the experience of everyone in the room.</li> <li>• Discuss, listen, and share.</li> </ul>
<p><b>30 mins</b></p> <p><b>Example of Aims and objectives</b></p> <p>(flip chart paper, pens)</p>	<p><b>Objective setting</b></p> <ul style="list-style-type: none"> <li>• Introduce <b>objectives</b> as the next step in process of turning vision into reality</li> <li>• Use an example to show what objectives look like and clarify any questions.</li> <li>• Split into small working groups.               <ul style="list-style-type: none"> <li>○ Each group to focus on <b>one aim/outcome</b></li> <li>○ What needs to happen in order to achieve this aim / outcome?</li> <li>○ What are our objectives?</li> <li>○ Record draft objectives on flip chart</li> <li>○ (keep to broad areas of activity)</li> </ul> </li> </ul>
<p><b>20 mins</b></p> <p><b>Whole group discussion</b></p>	<p><b>Reflect and discuss</b></p> <ul style="list-style-type: none"> <li>• Group discussion and reflection on draft objectives               <ul style="list-style-type: none"> <li>○ Are they clear and concise?</li> <li>○ Will achieving these objectives deliver the aim/outcome?</li> <li>○ Are there some that everyone agrees on?</li> </ul> </li> <li>• Record any changes</li> </ul>
<p><b>30 mins</b></p> <p>(small group work)</p>	<p><b>Action planning</b></p> <ul style="list-style-type: none"> <li>• Introduce next step – <b>actions</b>.</li> <li>• Refer to example.</li> <li>• Answer questions for clarity.</li> <li>• Provide action planning template to each group.</li> <li>• Divide into small groups again.</li> </ul>

<p><b>Action Planning Template</b></p>	<ul style="list-style-type: none"> <li>• Each group: <ul style="list-style-type: none"> <li>○ Takes <b>1 or 2 objectives</b> from the agreed list.</li> <li>○ Works to identify <b>specific actions</b> that will achieve each of their objectives.</li> <li>○ For each action ask: <ul style="list-style-type: none"> <li>– What specifically is going to happen?</li> <li>– Who is going to carry it out?</li> <li>– When are they going to do it / complete it?</li> <li>– What resources (money / staff) are needed?</li> <li>– Who needs to know about it?</li> </ul> </li> </ul> </li> <li>• Record all potential actions on flip chart paper. Using the template provided.</li> </ul>
<p><b>20 Mins</b></p> <p><b>Whole Group discussion</b></p> <p><b>(sticky dots)</b></p>	<p><b>Discuss and prioritise</b></p> <ul style="list-style-type: none"> <li>• Whole group reviews actions on flip charts</li> <li>• Where is there agreement / disagreement?</li> <li>• What are the priorities?</li> <li>• Where is further investigation needed?</li> <li>• Individuals use sticky dots (red, yellow, green) to indicate high, medium, low priority.</li> <li>• Ask yourself: <ul style="list-style-type: none"> <li>○ Which actions are likely to get support?</li> <li>○ Which might be quick wins for the partnership?</li> <li>○ Which tie in with existing strategic priorities?</li> <li>○ Are there actions that deliver win-win scenarios?</li> </ul> </li> </ul>
<p><b>10 mins</b></p>	<p><b>Wrap up and next steps</b></p> <ul style="list-style-type: none"> <li>• What needs to happen next?</li> <li>• Who needs to be involved?</li> <li>• Allocate tasks</li> </ul>