

**Staff Instructions for Small Group Work during
“Planning for Sustainability” Workshop
1:20 – 1:50 p.m.**

Available timeframe: 30 minutes total (15 minutes to assess current situation; 15 minutes to discuss possible resources, strategies and action steps to improve likelihood of sustainability).

Goal: Provide participants with an opportunity to begin thinking about the sustainability factors that are present (or not present) in their own community project(s). A secondary goal is to work with team members to identify resources and strategies that may lead to more sustainable programs.

Items needed:

- “Sticky wall” (extra tape, adhesive spray)
- Index cards
- Legend with red, green, yellow sticky dot explanation
- Flip chart paper (post it type)
- Markers
- Easel?

Process:

Two groups of 10-12 participants have 15 minutes to assess their current situation as it relates to sustainability. Two groups then come together as a large group (of 25) for 15 minutes to discuss possible resources and strategies to strengthen likelihood for sustainability.

Facilitator’s directions to group of 25:

1. Your task/objective for the next 15 minutes is to assess the strength of each of the sustainability variables for your own community project.
2. Work with your community team, using these cards and sticky dots to indicate how well you think your community project is doing as it relates to the factors that may lead to more sustainable programs. After you have “rated” how well your community project is doing in all 7 areas, place your cards (under the appropriate category) on the

“sticky wall” and return to your seat. (Refer to legend: Red= We are not doing this very well or not at all; Yellow = We’re doing okay in this area; Green = We’re are doing great!)

3. **Questions?**
4. Please divide into two groups, being sure to stay *with* your community team.
5. We will stop in about 15 minutes and I will be moving between each of these two groups if you have any questions.

AFTER 15 MINUTES STOP.

1. Now we will ask that you bring your items and come join us in a large circle to discuss a few things you discovered in your small group work:
 - a) where your project is strongest
 - b) what your project needs to work on

AFTER 10 MINUTES STOP.

2. Now we will meet with the other small group to identify possible resources, strategies to strengthen our sustainability plans.

REGROUP into group of __ participants and then hand out Key Questions document.

1. For this part of the workshop, we will have 15 minutes as a large group to identify possible strategies to address some of the weaknesses identified in the previous part of our workshop.
2. Would someone (or two people) be willing volunteer recorder? (If two volunteer, have them alternate writing, so that one recorder does not feel pressured to write fast.)
3. This handout has key questions to help us think of strategies, resources, actions.
4. Thanks for all your suggestions. You all have come up with some GREAT ideas and resources for improving the odds of sustainable programs!

STOP

1. Now we’ll all participate in a question answer session.