

Session planning tool

This worksheet provides you with a framework for planning a community engagement session.

Top tips

Plan the format of the session to include

(even if it is a 'drop in' session, all of these things should still be covered):

Welcome

Introductions

Setting the scene

An "ice breaker" activity

Opening and delivering the session

Regular breaks and refreshments

Gathering feedback from participants

Reflecting and sharing what has been achieved or learned

Closing the session, explaining next steps, and thanking participants

Think about...

... how you might overcome potential barriers to engagement. Barriers might include the capacity and abilities of different people, community isolation or gaps in information, literacy levels or cultural factors. Ways to overcome these might include organising transport or childcare, designing visual publicity materials and engagement activities with less text or involving interpreters or community advocates in delivering the session.

Scope

What themes or issues are included in your project?

What is beyond your area of influence or excluded from your project?

Purpose

What do you want each session to achieve? Do you want to gather opinions, develop skills or help people express themselves?

Participants

Who is each session for? Consult with people at the planning stage about how they want to be involved.

Be clear about your target audience and plan your session with their needs and interests in mind.

Context

What skills and resources can participants bring and how can they help?

What are participants' previous experiences of the issue you are working with?

Follow up

What will happen after the session?

How will you reflect back the outcomes of your session to participants?

How will you inform participants of the outcomes?