

Example of a Partner Engagement Workshop

Aligning institutions
& stakeholders for
wellbeing

Important Details Outline

<u>Date</u>	
<u>Time (~ 2 hours)</u>	
<u>Number of attendees</u>	
<u>Attendees (who)</u>	

Purpose

- Identify and understand key stakeholders and individuals in the community that should be involved in the wellbeing economy policy design process to expand the network of partners involved
- Build relationships with key stakeholders and individuals in the community to carry through the wellbeing economy policy design and implementation processes
- Introduce the project to existing partners

How to carry out this workshop

- Invite your project team and any partners or stakeholders you are already working with on this project or that you think are relevant to work with on this project
- Assign roles in the workshop for people in your team and make sure everyone knows their role, what they will present, and how they will present it
- Don't skip breaks! It is important to give people a chance to rest. Whether in person or online, give people a chance to use this time to mingle and talk to each other as a coffee break. This is important for building meaningful relationships!

Agenda

	<u>Session</u>	<u>Description</u>	<u>Tips</u>
10 min	Welcome & Overview	<p>Welcome participants to the workshop</p> <ul style="list-style-type: none">- introduce speakers and their role in the project- explain the purpose of the workshop and expected outcomes- give an overview of the agenda	<p>If online:</p> <ul style="list-style-type: none">- ask participants to display their names- highlight a designated tech support person for people to send chat messages to with problems- ask if anyone has questions <p>If in person:</p> <ul style="list-style-type: none">- ask participants to wear name tags- ask that people save questions for designated Q&A times- ask if anyone has questions
40 min	Project & Process	<p>Explaining the project</p> <ul style="list-style-type: none">- overview of the project, with central question, purpose, timeline (8 min)- How the project fits within the agenda of the city, state, nation, etc. depending on the scale of the project (8 min)- The process of the project (the plan for going through the Policy Design Guide (9 min)- Q&A (15 min)	<p>Use language that is accessible to everyone. Don't use acronyms or jargon that people won't understand.</p> <p>Don't cut the Q&A short. It is important for everyone to understand the project and the process and to have their voice heard.</p>
10 min	Break	Break	<p>If online:</p> <ul style="list-style-type: none">- make sure people don't leave the call. Encourage them to use the time to mingle with other participants or to turn off their camera and use the time how they like <p>If in person:</p> <ul style="list-style-type: none">- provide coffee/tea in another space to encourage people to get up from their seats and talk to other participants

Agenda

	<u>Session</u>	<u>Description</u>	<u>Tips</u>
50 min	Community Mapping	<p>Overview and explain task (10 mins)</p> <ul style="list-style-type: none">- We need to make sure we connect with and engage the community which is many different communities and groups of people. By engagement we mean participatory and creative sessions in lots of different locations. Be keen to go to where people are- We need your help to map:<ul style="list-style-type: none">• Who are these communities, groups or individuals who play a role within this community? (formal or informal groups)• How do we contact and engage with them? (opportunities, events, regular meetings, etc)• How would you like to help or be involved in the process? <p>Co-creation of answers (10-20 mins)</p> <ul style="list-style-type: none">- Explain the template to participants and how to add their thoughts and ideas- Two examples of how this conversation could go on the next two slides: 1 - Brainstorm process, 2 – a mapping process <p>Discussion – (20-30 mins)</p> <ul style="list-style-type: none">- Ask participants to talk through those groups/individuals they have added and explain who they are their role in the community in small groups- Cluster post-its to see if common themes emerge under the first two questions (who to engage with and how to engage with them)	<p>If online:</p> <ul style="list-style-type: none">- use an online whiteboard tool such as Mural or Miro to have participants add virtual post-its with their answers <p>If in person:</p> <ul style="list-style-type: none">- use real post-its and encourage participants to share their answers on a common whiteboard. Make sure everyone gets a chance to use their voice.
10 min	Close	<p>Thank participants for coming along and for their input. Ask participants ‘what did you hear today that struck you/resonated with you?’</p>	

Brainstorm template

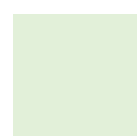
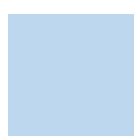
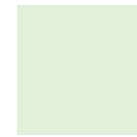
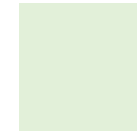
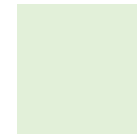


Tip: Ask participants to add their initials to the post-its in this column

Who are these communities, groups or individuals who play a role within this community?

How do we contact and engage with them? (opportunities, events, regular meetings, etc)

How would you like to help or be involved in the process?



Mapping template



Tip: Ask participants to add their initials to the post-its in this column

Who are these communities, groups or individuals who play a role within this community? How do they connect with each other?



Gather input in rounds:

- 1 - existing actors
- 2 - who we can't miss
- 3- who else should we bring in?

Next steps

- This event was to work with current partners to determine how to widen the network of partners. The next step is to contact the communities, groups, and individuals that came up in the workshop and explain the project to them.
- This wider network should be included in future steps of the policy design process, such as vision, strategy-building, policy creation, implementation, and evaluation.