

Agenda

Schedule should include: Three days of approximately 380 minutes of instruction daily, one 60-minute lunch daily and two 15-minute breaks daily. **Note:** *The course time schedule provided is a guide. Each trainer will adapt the course time schedule to meet the needs of the participants attending.*

Detailed Agenda

Bold type = exercise or activity

Topic/Activity	Duration	Start Time
PLANNING DAY 1		
Pre-course Readings	150 min.	NA
Welcome (5); Introductions and Expectations (35); Course Overview (5); Agenda (5)	50 min.	8 a.m.
Introductory Evaluation Activity	20 min.	8:50
Optional Opening Exercise: Lead Paint or New Use for Old School	20 min.	9:10
What is Public Participation? Why Do It?	10 min.	9:30
Exercise: Litterville Landfill	25 min.	9:40
BREAK	15 min.	9:40
Who is the Public? Orbits, In and Out of Orbits Activity	25 min.	10:20
Striving for Inclusive Participation	15 min.	10:45
Why do Public Participation?	5 min.	11 a.m.
Common Misconceptions	5 min.	11:05
Making the Case for Public Participation	15 min.	11:10
Does the Same Approach Work Every Time?	10 min.	11:25
LUNCH	60 min.	11:35
Introduction: IAP2's Foundations of Public Participation	5 min.	12:35 p.m.
Foundation 1 – Values-Based (40 total) What are Values? How are Values Identified? The Role of Values Personal and Common Values (optional exercise – 10 minutes)	20 min.	12:40
Core Values	10 min.	1:00
Code of Ethics	10 min.	1:10
Foundation 2 – Decision-Oriented (55 total)	10 min.	1:20

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Topic/Activity	Duration	Start Time
PLANNING DAY 1, continued		
Exercise: Decision-Making	30 min.	1:30
Debriefing Decision Statements	15 min.	2:00
BREAK	15 min.	2:15
Foundation 3 – Goal-Driven (55 total)	10 min.	2:30
Exercise: Spectrum Walk	20 min.	2:50
The IAP2 Spectrum and the Professional Activity	20 min.	3:10
Litterville Revisited	5 min.	3:30
Overview of IAP2's Five Steps to Planning	10 min.	3:35
Distribute and Discuss Case Study Ideas for Use on Day 2	15 min.	3:45
Evaluation Discussion: Day 1	20 min.	4:00
Questions and Closing	5 min.	4:20
END OF DAY 1		
PLANNING DAY 2		
Review of Day 1	15 min.	8 a.m.
Outstanding Questions	10 min.	8:15
IAP2 5 Steps to Planning and Introduction of Planning Template	5 min.	8:25
Step 1 – Gain Internal Commitment (Exercise – 30 minutes)	45 min.	8:30
Step 2 – Learn from the Public Activity 1: Understand How People Perceive the Decision	5 min.	9:15
Active Listening Exercise	20 min.	9:20
BREAK	15 min.	9:40
Using Impact Assessment	30 min.	9:55
Activity 2: Develop a Comprehensive List of Stakeholders	10 min.	10:25
Activity 3: Correlate Stakeholders and Issues	10 min.	10:35
Exercise: Stakeholder and Issues Assessment	30 min.	10:45
Activity 4: Review/Refine Problem/Opportunity and Decision	5 min.	11:15
LUNCH	60 min.	11:20

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PLANNING DAY 2, continued		
Step 3 – Select Level of Public Participation: Public Expectations, Internal Expectations. Evaluate Public and Internal Stakeholder Expectations, Select Spectrum Level, Assess Sponsor Readiness	20 min.	12:20 p.m.
Exercise: Public Participation Level and Promise	45 min.	12:40
Step 4 – Define the Decision Process and Identify the Participation and Communication Objectives Activity 1: Understand the Existing Decision Process (optional exercise – 10 or 30 minutes, not included in agenda timing)	10 min.	1:25
Decision-Making Approaches	10 min.	1:35
BREAK	15 min.	1:45
Activity 2: Set Public Participation and Communication Objectives for Each Decision Step; Exercise: Public Participation Objectives	60 min.	2:00
Exercise: Introduce Communication Objectives and Key Messages	35 min.	3:00
Exercise Debriefing	20 min.	3:35
Activity 3: Integrate Public Participation and Communication Objectives into the Decision Process	5 min.	3:55
Group Discussion on Evaluation	15 min.	4:00
Outstanding Questions	10 min.	4:15
END OF DAY 2		
PLANNING DAY 3		
Review of Day 2	15 min.	8 a.m.
Outstanding Questions	10 min.	8:15
Step 5: Review Planning Document: Activity 1: Determine Format and Components Activity 2: Integrate Baseline Data	10min.	8:25
Activity 3: Identify Techniques	5 min.	8:30
Planning for Techniques and Toolkit Introduction	10 min.	8:40
Technique Pre-Selection Assessment	15 min.	8:55
Discussion: Technique Selection	20 min.	9:10
Activity 4: Identify Support Elements	5 min.	9:30
Budget and Resources	5 min.	9:35
Roles and Responsibilities	5 min.	9:40

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PLANNING DAY 3, continued		
Operational Details	5 min.	9:45
BREAK	15 min.	9:40
Comment Management (including activity)	25 min.	10:05
Evaluation	50 min.	10:30
LUNCH	60 min.	11:20
Public Participation in Practice: Public Participation and Effective Communication	20 min.	12:20 p.m.
Conveying Information and Learning Styles	30 min.	12:40
Exercise: Helping People Move from Positions to Interests	20 min.	1:10
Engaging Indigenous, Marginalised, and Excluded Groups or Missing Voices	20 min.	1:30
Attitude is Everything	15 min.	1:50
BREAK	15 min.	2:05
Exercise: Dealing with Emotions, Outrage, Anger and Fear	40 min.	2:20
Meeting Management – Space and Time	10 min.	3:00
Radical Advocates	10 min.	3:10
Closing the Loop	30 min.	3:20
Final Evaluation Discussion and Remaining Questions	20 min.	3:50
One Last Thing	15 min.	4:10
Thank you; goodbyes	5 min.	4:25
END OF DAY 3		
Knowledge Test after Planning	45 min.	
Post-course Reading Assignments	150 min.	