

Agenda

Detailed agenda (three days of eight hours of training each) with a suggested schedule based on 8:30 a.m. to 4:30 p.m. time frame. **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

Segment	Duration	Time	Notes
PLANNING DAY 1			
Welcome and Introductions	35 min.	8:30-9:05 a.m.	
Course Overview, Objectives and Agenda	10 min.	9:05-9:15 a.m.	
Optional Opening Exercise: Lead Paint or New Use for Old School	20 min.	9:15-9:35 a.m.	
What is P2?	10 min.	9:35-9:45 a.m.	
Exercise: Litterville Landfill Site Selection	25 min.	9:45-10:10 a.m.	
BREAK	15 min.	10:10-10:25 a.m.	
Who is the Public?	25 min.	10:25-10:50 a.m.	Optional Exercise: In and Out of Orbits, 15 min.
Why do P2?	5 min.	10:50-10:55 a.m.	
Striving for Inclusive Participation	15 min.	10:55-11:10 a.m.	
Common Misconceptions	5 min.	11:10-11:15 a.m.	
Does the Same Approach Work Every Time?	10 min.	11:15-11:25 a.m.	Optional Exercise: Different Approaches for Different Projects, 5 min.
Introduction to IAP2's Foundations of P2	5 min.	11:25-11:30 a.m.	
Foundation 1: Values-Based <ul style="list-style-type: none"> • What are Values, How Identified? • Personal and Common Values – Discussion /Exercise 	15 min.	11:30-11:45 a.m.	Optional Exercise: Personal and Common Values, 10 min.
Role of Values in Public Participation	5 min.	11:45-11:50 a.m.	
LUNCH	60 min.	11:50 a.m.-12:50 p.m.	
Core Values	10 min.	12:50-1 p.m.	
Code of Ethics	10 min.	1-1:10 p.m.	

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PLANNING DAY 1, CONTINUED			
Foundation 2: Decision-Oriented • Lecture and Exercise to Draft Decision Statement	55 min.	1:10-2:05 p.m.	Includes Exercise: Decision Definition, 45 min.
Foundation 3: Goal-Driven – Introduction • Introduce Spectrum • Exercise: Spectrum Walk	35 min.	2:05-2:40 p.m.	Includes Exercise: Spectrum Walk, 25 min.
BREAK	15 min.	2:40-2:55 p.m.	
• The Spectrum and the Professional	10 min.	2:55-3:05 p.m.	
Revisiting the Litterville Exercise	5 min.	3:05-3:10 p.m.	
IAP2's Five Steps for P2 Planning (Intro)	5 min.	3:10-3:15 p.m.	
Planning Step 1: Gain Internal Commitment • Lecture Includes Making the Case (15 min.)			
Exercise/Discussion Re: Gaining Internal Commitment	60 min.	3:15-4:15 p.m.	Includes Exercise: Gaining Internal Commitment, 30 min.
Participation Evaluation Check-In	15 min.	4:15-4:30 p.m.	
End of Day 1 Questions	5 min.	4:30-4:35 p.m.	
Day's Total Instruction Time	390 min.		8-hour day = 6.5 hours instruction + 2 15-min. breaks + 60-min. lunch

PLANNING DAY 2			
Review Day 1	15 min.	8:30-8:45 a.m.	
Outstanding Questions	10 min.	8:45-8:55 a.m.	
Optional Approach: New Case Study/Exercise Review New Case Study and Write Decision Statement for it			Hand Out New Case Study (Suggest Green City Power), Total 30 min.
Planning Step 2: Learn from the Public	5 min.	8:55-9 a.m.	
• Activity 1: Understand how People Perceive the Decision	20 min.	9-9:20 a.m.	
• Activity 2: Develop a Comprehensive List of Stakeholders	10 min.	9:20-9:30 a.m.	

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PLANNING DAY 2, CONTINUED			
<ul style="list-style-type: none"> Activity 3: Introduction and Exercise Correlate Stakeholders and Issues Exercise 	40 min.	9:40-10:20 a.m.	Includes Exercise: Stakeholder and Issue Assessment, 30 min.
BREAK	15 min.	10:20-10:35 a.m.	
<ul style="list-style-type: none"> Activity 4: Review/Refine the Statement of the Problem/Opportunity and the Decision 	5 min.	10:35-10:40 a.m.	
Debrief Exercise	10 min.	10:40-10:50 a.m.	
Planning Step 3: Select the Level of Participation <ul style="list-style-type: none"> Activity 1: Assess Internal and External Expectations 	5 min.	10:50-10:55 a.m.	Intro, Exercise and Debrief, 60 min. Total Min.
<ul style="list-style-type: none"> Activity 2: Select Spectrum Level 	5 min.	10:55-11 a.m.	
<ul style="list-style-type: none"> Activity 3: Assess Sponsoring Organisation's Readiness 	5 min.	11-11:05 a.m.	
Exercise: Public Participation Level and Promise	45 min.	11:05-11:50 a.m.	
LUNCH	60 min.	11:50 a.m.-12:50 p.m.	
Planning Step 4: Define Decision Process and Identify Public Participation Objectives <ul style="list-style-type: none"> Activity 1: Understand Existing Process 	15 min.	12:50-1:05 p.m.	Optional Exercise A: Quick Decision-Making Experience, 5 min.; Optional Exercise B: Define the Decision Process, 15 min. = 100 min. Total Min. for Step 4
<ul style="list-style-type: none"> Activity 2: Set Participation Objectives 	5 min.	1:05-1:10 p.m.	
Exercise: Define Participation Objectives	80 min.	1:10-2:30 p.m.	
BREAK	15 min.	2:30-2:45 p.m.	
<ul style="list-style-type: none"> Activity 3: Integrate Objectives into Decision Process Activity 4: Confirm Objectives Meet Stakeholder Needs 	5 min.	2:45-2:50 p.m.	
Planning Step 5: Design the Public Participation Plan <ul style="list-style-type: none"> Activity 1: Determine Plan Format Activity 2: Integrate Baseline Data 	10 min.	2:45-2:55 p.m.	
<ul style="list-style-type: none"> Activity 3: Identify Techniques that Support Objectives and Decision Process <ul style="list-style-type: none"> Revisit Orbits Formats Introduce Toolbox Pre-selection Assessment 	20 min.	2:55-3:15 p.m.	Optional Exercise: Techniques Selection, 30 min.

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PLANNING DAY 2, CONTINUED			
<ul style="list-style-type: none"> Activity 4: Identify Support Elements <ul style="list-style-type: none"> Budget and Resources Roles and Responsibilities 	15 min.	3:15-3:30 p.m.	
Comment Management and Analysis	20 min.	3:30-3:50 p.m.	Optional Exercise: Comment Management, 20 min.
<ul style="list-style-type: none"> Activity 5: Evaluation <ul style="list-style-type: none"> Review of Why Evaluate Group Discussion: What is Involved in Evaluating a P2 Process? 	20 min.	3:50-4:10 p.m.	Discussion should focus on why, what, etc., to consider when evaluating the process, not specific techniques.
Participant Evaluation Check-in	10 min.	4:10-4:20 p.m.	
End of Day 2 Questions	5 min.	4:20-4:25 p.m.	
Total Day's Instruction Time	380 min.		6 hours instructional time (adding optional approach brings time up to 390 minutes)
PLANNING DAY 3			
Review Day 2	15 min.	8:30-8:45 a.m.	
Outstanding Questions	10 min.	8:45-8:55 a.m.	
P2 Planning and Effective Communication <ul style="list-style-type: none"> What is Communications? Basic Model Authentic Communication Know your Audience Overview 	30 min.	8:55-9:25 a.m.	Optional Exercise: What Went Wrong?, 10 min.
Communications Planning and P2	20 min.	9:25-9:45 a.m.	
Audience Definition and Info Needs	20 min.	9:45-10:05 a.m.	
BREAK	15 min.	10:05-10:20 a.m.	
Strategic Communication Objectives and Key Messages	15 min.	10:20-10:35 a.m.	
Exercise: Communications and Key Messages	30 min.	10:35-11:05 a.m.	
Debrief Key Messages	10 min.	11:05-11:15 a.m.	
Conveying Information	5 min.	11:15-11:20 a.m.	
Exercise: Learning Styles Assessment	5 min.	11:20-11:25 a.m.	
Learning Styles Discussion	10 min.	11:25-11:35 a.m.	
LUNCH	60 min.	11:35 a.m.-12:35 p.m.	

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PLANNING DAY 3, CONTINUED			
Methods for Conveying Information	5 min.	12:35-12:40 p.m.	
Use of Social Media for Conveying Info	10 min.	12:40-12:50 p.m.	
Exercise and Debrief: Choosing Communication Tools	30 min.	12:50-1:20 p.m.	
Helping People Move from Positions to Interests	15 min.	1:20-1:35 p.m.	Exercise: Reframing Inflammatory Statements, 10 min.
Communication Risks and Risk Communications	10 min.	1:35-1:45 p.m.	
<ul style="list-style-type: none"> Dealing with Emotions, Outrage, Fear and Anger in Public Settings Managing Physical Space 	20 min.	1:45-2:05 p.m.	
Active Listening	10 min.	2:05-2:15 p.m.	
BREAK	15 min.	2:15-2:30 p.m.	
Exercise and Debrief: Listening Trios	30 min.	2:30-3 p.m.	
Inclusive Process Group Discussion: Communication Approaches that Can Help Engage Indigenous, Marginalised and Other Excluded Groups or Missing Voices	20 min.	3-3:20 p.m.	
Attitude is Everything	20 min.	3:20-3:40 p.m.	Exercise: Includes Positive and Negative Attitudes, 15 min.
<ul style="list-style-type: none"> Closing the Loop with Stakeholders Barriers to Reporting Back 	20 min.	3:40-3:55 p.m.	
End of Course Evaluation	10 min.	3:55-4:05 p.m.	
Remaining Questions	5 min.	4:05-4:10 p.m.	
One Last Task	15 min.	4:10-4:25 p.m.	
Day's Total Instruction Time	390 min.		6 hours, 45 min. Instructional Time

- Day 1: 390 min.
- Day 2: 380 min.
- Day 3: 390 min.

Note: Optional Activities/Exercises are in bold type in this agenda, but they are not included in daily time schedule. Trainers will need to make adjustments accordingly when opting to present these activities.