

Agenda

Schedule should include: Two 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
TECHNIQUES DAY 1		
Pre-Course Readings	60-80 min.	
Trainer Welcome, Trainer Introduction and Course Objectives (short)	5 min.	8 a.m.
World Café	30 min.	8:05
Optional Exercise: Participant Introductions	15 min.	8:35
Participant Expectations: Card Storming	20 min.	8:50
Course Orientation, Review Foundations, Planning Steps	10 min.	9:10
Formats for Public Participation Techniques	10 min.	9:20
Designing Public Participation	20 min.	9:30
BREAK	15 min.	9:50
<i>Techniques for Sharing Information: Central Information Contacts and Telephone Hotlines, Information Kiosks, Fairs and Events, Field Offices, Information Repositories and Websites</i>	15 min.	10:05
Social Media	10 min.	10:20
<i>Techniques for Sharing Information, cont'd.: Briefings, Responsiveness or Response Summaries, Progress Reports, Newsletters and Direct Mail Letters and Digital Technology</i>	15 min.	10:30
Small-Group Reflection Activity	15 min.	10:45
<i>Techniques for Collecting and Compiling Input: Comment Forms, Resident Feedback Registers, Scientific Surveys and Questionnaires, Interviews and Voting</i>	15 min.	11:00
Exercise: Resident Feedback Register (optional exercise – 20 minutes)		

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Topic/Activity	Duration	Start Time
LUNCH	60 min.	11:15
TECHNIQUES DAY 1, CONTINUED		
Exercise: Interview	50 min.	12:15 p.m.
Examples of Online Public Participation Approaches and Tools	20 min.	1:05
<i>Techniques for Bringing People Together: Public Meetings and Public Hearings, Open Houses, Symposia, Tours and Field Trips, and Revolving Conversations</i>	15 min.	1:25
Exercise: Revolving Conversation	30 min.	1:40
<i>Techniques for Bringing People Together, cont'd.: Electronic-Assisted Processes, Fishbowl Processes, Nominal Group Technique and Workshops</i>	15 min.	2:10
Optional Activity: Nominal Group Reflection	20 min.	–
BREAK	15 min.	2:25
Exercise: Workshop	60 min.	2:40
<i>Techniques for Bringing People Together, cont'd.: Charrettes, Study Circles and Future Search</i>	15 min.	3:40
Wrap-Up, Day 1	10 min.	3:55
END OF DAY 1		

Topic/Activity	Duration	Start Time
TECHNIQUES DAY 2		
Focused Conversation (ORID)	20 min.	8:00 a.m.
<i>Techniques to Bring People Together, cont'd.: World Café, Open Space and Appreciative Inquiry (Optional Exercise – 20 minutes)</i>	40 min.	8:20
Introduction to Deliberative Processes (Dialogue Techniques and Deliberation)	20 min.	9:00
BREAK	15 min.	9:20
Exercise: Deliberative Processes	60 min.	9:35
Deliberative Forums and Specialized Process Wrap-Up	15 min.	10:35
Deliberative Polling® Processes, Focus Groups and Citizen Juries®, and Advisory Groups	30 min.	10:50

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LUNCH	60 min.	11:20
TECHNIQUES DAY 2, CONTINUED		
Exercise: Terms of Reference for an Advisory Group	60 min.	12:30 p.m.
Exercise: Techniques Mash-Up	45 min.	1:30
BREAK	15 min.	2:15
Evaluating Effectiveness of Public Participation Techniques	20 min.	2:30
Exercise: Evaluation	45 min.	2:50
Wrap-Up and Closing Celebration	30 min.	3:35
END OF DAY 2		
Post-Course Reading Assignments	150 min.	
Post-Course Evaluation/Assessment	45 min.	