

"Kick-off" workshop plan - "We are launching our Whole Institution Approach"

<p>Place: Internal meeting room or an inspiring external location where you can go into retreat</p> <p>Participants: Core team (plus management, if this is not part of the core team)</p> <p>Time: Full-day workshop or split into two half days</p> <p>Facilitation: External moderation is recommended, ideally a person who accompanies the entire process</p> <p>Material: Pinboards, posters/flipchart, Metaplan cards, pins/adhesive tape, markers, prepared posters (see below), boxes to play music (vision) if necessary, sticky dots, printout of SDG symbols</p> <p>Preparation: Depending on the level of knowledge of the staff on the topics of ESD and WIA, it is advisable to provide input on these two topics in advance of the kick-off workshop in order to get all colleagues on board.</p>

Time	Unit	Topic and Questions	Objectives	Method/Format
5min	Welcome			Adapted to the respective group
30 Min	Starting the day	<ol style="list-style-type: none"> 1) Why have I decided to take part in the process? 2) What expectations do I have of today's workshop? 3) Today's programme, expectations are compared with the programme? 	<p>Participants get to know the motivations of the other participants.</p> <p>Together with the facilitator, they work out which expectations can be dealt with during the workshop, where priorities can be set or the programme can be adapted slightly.</p> <p>Participants have been given an overview of the process and content of the workshop.</p>	<ol style="list-style-type: none"> 1) Oral round or metaplan cards Question: Why have I decided to take part in the process? 2) Participants write their expectations on Metaplan cards, cluster on pinboard Question: What expectations do I have of today's workshop? 3) Poster with schedule Facilitator links expectations and motivations to the schedule.

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15 Min	Introduction Whole Institution Approach	<p>What is the WIA?</p> <p>Overview of the fields of action of the WIA.</p> <p>Why is it important?</p> <p>Where does the term come from?</p>	<p>Repeating/reactivating the participants' knowledge of the Whole Institution Approach concept.</p> <p>Familiarisation with political frameworks (roadmap, SDGs)</p>	<p>Presentation by moderator or participants with expertise.</p> <p>Medium: digital or on posters</p> <p>Questions as an open round in plenary.</p>
30 Min	Under the magnifying glass	<p>Where in our organisation are we already working on the SDGs?</p> <p>Our contribution to the SDGs</p> <p>Categorisation of activities and topics relating to the 17 Sustainable Development Goals of the United Nations.</p>	<p>Participants reflect on where their organisation is already making a contribution to the sustainability goals. The participants structure the activities and categorise them into different content areas. It becomes visible which activities are already being implemented. Participants are motivated.</p>	<p>Printouts with the 17 goals.</p> <p>Partner work: Participants collect on metaplan cards/posters and assign them to the objectives (floor/pinboard)</p>
15 Min	WIA toolbox	<p>In which areas of our organisation are we already implementing ESD?</p> <p>The activities collected for the SDGs are assigned to the fields of action accordingly.</p> <p>Discussions about the clarity of the fields of action arise.</p>	<p>Fields of action are better and more deeply understood and filled with concrete examples.</p> <p>It becomes clear in which areas of the organisation a great deal of ESD is already being implemented and in which less so.</p>	<p>The metaplan cards from the exercise "Under the magnifying glass" are assigned to a poster with 4 fields of action and supplemented if necessary.</p>
10- 20 Min (Dream Journey) oder 45-60 Min	Vision - my organisation in the year 2030	<p>Imagine your organisation in the year 2030.</p> <p>How do you practise sustainability?</p> <p>How are sustainability and ESD implemented in practice? Which areas have changed and how?</p> <p>What does this new orientation do to employees and the target group?</p>	<p>The participants develop a vision for the future. They discuss how a concrete form of ESD can be implemented as a holistic approach in their organisation. Working individually (dream journey) or in dialogue, the participants develop a vision of a more sustainable organisational culture.</p>	<p>Alternative method 1: Dream journey The participants sit down, relax and close their eyes. The facilitator creates a dream journey "My sustainable organisation in 2030" and presents it. Optional: Afterwards, the participants can report on their individual version in plenary or in partner work.</p> <p>Alternative dialogue method: LEGO method: In small groups a vision of the future of the organisation is built with the help of Lego bricks. The groups then present their respective visions.</p>

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(LEGO-Method)				Material: Lego bricks with as many different unusual parts as possible (flowers, computers, wheels, connectors, people, general objects) that leave room for interpretation and stimulate the imagination.
70 Min	<p>Collection of ideas - How can our organisation live ESD even more holistically?</p> <p>Brainstorming in small groups on ideas for implementing WIA in our organisation.</p>	<p>What ideas do you have for the further implementation of the WIA at our organisation?</p> <p>Develop ideas and assign them to the fields of action.</p>	<p>Participants work together in small groups to develop ideas for implementing ESD within the 4 fields of action. These can be new ideas or initiatives to strengthen ESD activities that are already taking place ("under the magnifying glass" exercise).</p> <p>The participants share their ideas.</p>	<p>Material: Poster with 4 fields of action</p> <p>Small groups (3-4 people) work together to develop ideas for concrete goals for a WIA in their organisation. The ideas are presented to the plenum and assigned to the fields of action (pin-board). Questions are asked.</p>
30 Min	<p>Focus on goals</p>	<p>Which topics do we want to tackle because</p> <ul style="list-style-type: none"> - they are important to us - they can be implemented quickly (quick-wins) - they need to be prioritised for certain reasons 	<p>The participants reflect on which goals should be prioritised for implementation. They develop an understanding of the other participants' arguments through dialogue.</p> <p>The participants decide together which goals/topics they would like to work on first as part of a WIA.</p>	<p>Prioritise the goals with the help of points.</p> <p>On poster exercise "Collection of ideas":</p> <ol style="list-style-type: none"> 1) All participants stick dots (3 dots/participant). 2) The plenary then discusses which goals should be implemented first. (The scoring should indicate a direction but is not necessarily decisive). 3) The participants agree on 2-3 goals that they would like to focus on.
45 Min	<p>Concretise goals</p> <p>Define goals</p>	<p>The 2-3 prioritised goals are concretised.</p> <p>It is jointly formulated what exactly is to be achieved.</p>	<p>All participants know which goals are focussed on and what is "behind" this goal.</p> <p>The goals are precisely defined according to SMART criteria.</p>	<p>Dialogue about the exact target definition/name. The goals are each written on a separate poster.</p> <p>The goals are defined according to the SMART method (see the module on freedom and commitment).</p> <p>Specific - Measurable - Achievable - Reasonable - Time-bound</p> <p>More information in the Workbook SustainabALE</p>

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60 Min	Develop a roadmap	<p>What steps need to be taken to achieve the goals?</p> <p>Who is responsible for what? What timetable do we set? Who else do we need to involve in the process? What (additional) resources do we need?</p>	<p>The participants develop a roadmap for realising the goals. Sub-goals are defined. The participants know who has what responsibility and by when certain tasks have to be completed and by whom.</p>	<p>This work can take place in plenary or in the KG, depending on the objectives and responsibilities. If the work is carried out in KG, the results of the KGs must be presented in plenary after the development phase and discussed if necessary. 2 alternative methods:</p> <p>Timeline: A timeline is created for each goal, with the goal at the beginning and end. Milestones are defined on the line in between, with dates, responsibilities and any necessary resources and partners.</p> <p>Project canvas: A project canvas is created for each goal (description of the scope and commitment module) This includes the budget, team, milestones, quality criteria, resources, risks, budget, time, etc.</p> <p>More information in the Workbook SustainabALE!</p>
30 Min	Agreements	<p>Does everyone know the tasks? When will we meet again?</p> <p>Who else should we involve in the process?</p> <p>How and what do we communicate to the entire organisation?</p>	<p>Participants know which tasks each person is responsible for. There is a concrete schedule and a binding next meeting is agreed as a steering group.</p>	<p>Create schedule on poster</p>
5 Min	Goodbye		<p>What did the participants think of the workshop? What would they like to do differently next time?</p>	<p>Query in turn.</p>

You can find templates for many of the methods listed in our Workbook SustainabALE on our website!