

Host Guide on Small Group Discussion Day(s)

Recommended Breakout Session Guide

Most Workshops will have one or more breakout sessions, spaced about a week apart, helping participants share their progress and get advice from other participants. The Facilitator should setup a Zoom meeting (or other suitable site) and start the meeting. Depending on the number of attendees, breakout rooms may be utilized.

Here is an agenda recommendation summary for the Facilitator of a Breakout Session...

- Intro by Facilitator (3-5 minutes)
- If more than about 8 participants, utilize Breakout Room(s) to create manageable group sizes
- Review Breakout Room strategy (about 45 minutes with about 5-7 people per room)
- Participant introductions (1 min each) [in breakout rooms if using]
- Room participants to discuss questions divided into two parts (THE WHY and THE WHAT)
- Return to the Main Group, ask if anyone wants to share their discussion (5 minutes)
- Facilitator closing remarks

The Host can use this guide to plan the small group discussions to fit the group's interests and needs. The discussions and downloadable exercises will help the team achieve consensus and focus on an appropriate sustainability strategy. You can have any number of breakout sessions, can create your own discussion questions, and choose the focus.

Fit the breakout sessions to your group. There are different types of groups and the breakout sessions should be styled to fit them:

- **Custom Small Group Showings** when small groups conduct their own training sessions, they can choose the subjects and number of breakout sessions:
 - A small, informal group may want to meet in person just to discuss the material in an unstructured way.
 - An organization (e.g., business, not for profit, government agency, school, etc.) that wants to create a sustainability plan using the Workshop should download and work through the Action Plan. A management team should expect to have a work session after each of the five sessions and a sixth breakout session is suggested 90 days after the Action Plan is completed to begin the process of following up on the plan. The Action Plan download suggests many areas for discussion to create a sustainability plan.
 - An organization should look at the tracks under “Strategies that Work” and determine the most valuable tracks.
 - Organizations should provide their own facilitators. [Note: Climate Reality does not take responsibility for the resulting Sustainability Action Plan and Climate Reality Leaders are not trained to conduct strategic planning sessions.]
- **EcoActUs presents the course** on a schedule shown on the website. Breakout groups are provided during these showings. When Climate Reality Chapters, or other groups attend one of the EcoActUs showings, it may be preferable for those groups to meet together in their own discussion groups using this guide.
- **Individuals and those who want to audit** the material can do that alone and skip the small group discussions and/or the exercises.

EXAMPLE QUESTIONS FOR BREAKOUT GROUP

You can create your own breakout group questions and will find ideas by looking at the Action Plan exercises following each lecture session. Below are example questions you might use.

1. Why do you want your organization to be more sustainable?
2. What is your vision for your organization being more sustainable (how will it look in 3-5 years)?
3. SWOT analysis (sample template is provided on the Host Guide page; Student SWOT template):
 - Identify 1-3 Strengths: ability to make contributions to sustainability, or sustainability actions that your organization is already taking
 - Identify 1-3 Weaknesses: material negative sustainability impacts of your organization, for example resource consumption, main sources of pollution (including CO₂) caused by your organization, etc.
 - Identify 1-3 Opportunities your organization has to promote and transition to sustainability
 - Identify 1-3 Threats: risks caused by your organizations transition to sustainability
4. What are the specific technology and business model changes that offer your organization the greatest potential for becoming more sustainable?
 - For each of those changes, what is the potential value to your organization? What is the major cost, or risk of the transition?
 - How feasible would the change be? Who would resist it? Who might support it? Why would it be adopted?
5. Who is or could be a supporter of sustainability in your organization? Consider roles & performance goals, as well as informal influencers.
6. Who is or might be resistant to sustainability in your organization? Why? How might that be changed?

7. Given your organization's stage of maturity, stakeholders and other characteristics, what is the best way to frame this issue to motivate action and overcome resistance?
 - How can you align with/connect with supporters?
 - Who might influence the opponents to either change their view or stay out of the fight?
8. Outline one sustainability SMART goal (Specific, Measurable, Achievable, Realistic, Time bound) for your organization. How does your SMART goal relate to your organization's motivations/goals?

ON THE BREAKOUT DAY

First, bring everyone together in a meeting (in person, Zoom, or other suitable media). (NOTE: for small Workshops, breakout rooms are not necessarily needed; the Host can have a “Small Group Discussion” in the Main Session and would, in that case, act as the Facilitator. Workshops with more than about 10 participants, breakout rooms are advisable.)

1. OPENING REMARKS

- Thank you for attending. I hope you’re learning from the eWorkbook content and making progress on your Personal Action Plan. Our intention for this smaller group discussion is to let people share in their progress and ask questions.
- We’ll gather back in the Main Session for some closing comments and, if desired, small group reports.
- Give brief overview remarks of the Small Group Discussion logistics and outcomes (see Example Agenda... below).
- If the first breakout day, keep discussion oriented to the lecture Session(s) to be discussed during this day and/or on the overall Workshop or organizational goals. On subsequent breakout days, more in depth questions can be explored.
- The breakout rooms, if needed, should have been created before the meeting starts. (# participants / 5, but no more than 50 rooms). Allow Zoom to assign people randomly. NOTE: the host can also set up breakout rooms in advance and pre-assign participants to rooms; or can make room name changes and allow participants to self-select rooms (e.g., SW region, NW region, etc.). Instruct that once in a breakout room, the group should select one person to lead your group .
- Before adjourning participants to the small group give participants, paste the questions in the chat, and ask participants to copy the questions. (Or, if no Facilitator questions are available, ask the participants to look online at the Participant's Guide for sample questions.)

- Send participants to the break out rooms (3 to 7 per room). See Small Group Sample Agenda below.
- End breakout rooms in 60 minutes; rejoin Main Session.
- On return to the Main Session, deliver Closing Remarks.
 - Thanks again for attending
 - The eWorkbook will remain available so come back regularly and refresh your knowledge or explore areas you might not have already explored
 - Remind participants they need to complete the next lecture session in the workbook in time for the next small group breakout session.
 - Make sure to get your Certificate of Completion by taking the quizzes (one for each Session and at least one of the track quizzes in Session 2).
 - Remind participants of the date/time for the small group session for the following week OR
 - If on the last Small Group Discussion day, this is also the final day of the Workshop. Remind participants to watch the Closing Video (on the Participant's Guide page). Invite others to take the Workshop.

2. EXAMPLE AGENDA FOR SMALL GROUP DISCUSSION SESSION FACILITATOR

Intro by the Facilitator (3-5 mins)

- Welcome to the group breakout session
- Facilitator introduce self
- Explain agenda for session
- Introduce selves to others in group (name, location)
- Ask the prepared questions

Return to the Main Session (if you used breakout rooms). Ask one, or two groups to report on their discussions (limit it to 5 min.).

Example Questions for Breakout Groups

Our intention is for this smaller group discussion is to let people share in their progress and ask questions about that progress, or lack thereof.

THE WHY (Breakout session 1)

- Why do you want your organization to be more sustainable?
- What is your vision for your organization being a more sustainable organization (how will it look in 3-5 years)?

THE WHAT (Breakout session 2)

- SWOT analysis
 - Identify 1-3 Strengths: sustainable actions that your organization is already taking
 - Identify 1-3 Weaknesses: material impact : resource consumption, main sources of pollution (including CO2) caused by your organization
 - Identify 1-3 Opportunities raised by the transition of the problem for your organization
 - Identify 1-3 Threats: risks caused by the transition to sustainability
- Who is or could be a supporter of sustainability in your organization? Consider roles & performance goals, as well as informal influencers (from eWorkbook Session 3)
- Who is or might be resistant to sustainability in your organization? Why? (from eWorkbook Session 3)
- Given your organization's stage of maturity, stakeholders and other characteristics, what is the best way to frame this issue to motivate action and overcome resistance?
 - How can you align with/connect with supporters?
 - Who might influence the opponents to either change their view or stay out of the fight?
- Outline one sustainability SMART goal (Specific, Measurable, Achievable, Realistic, Time bound) for your organization. How does your SMART goal relate to your organization's motivations/goals?