Host Guide on Small Group Discussion Day(s)

(cont'd from Host's Guide on Web Page)

The Host can use this guide to plan the small group discussions to fit your 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, n-f-p, government agency, 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 which tracks are most valuable to take and to discuss.
        - 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 usually for a large number of attendees. 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 just 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:

    - 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 CO_2) 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.　(Optional: If you are doing this for a specific organization, choose the tech tracks to discuss.)　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.)

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 sell-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
- End breakout rooms in 60 minutes.
- On return to the Main Session, deliver Closing Remarks.

EXAMPLE AGENDA FOR SMALL GROUP BREAKOUT SESSION
Small Group Facilitation Agenda Example

Intro by the Facilitator (5 mins)
- Welcome to the group breakout session
- Facilitator introduce self
- Explain agenda for session
- Breakout room instructions:
    - There will be (insert number) break out sessions for discussion:
    - You will each be assigned, (randomly), to a room for each break out session
    - After the first break out session, we will rejoin the group (make sure you rejoin the main Zoom call). I'll explain and share the questions for the next breakout session.

Before adjourning participants to the small group give participants 60 mins in the groups to discuss, paste the questions in the chat, and ask participants to copy the questions. Send participants to the break out rooms (3 to 7 per room). (Or, if not Facilitator questions are available, ask the participants to look online at the Participant's Guide for sample questions.)

In the breakout session:
1. Introduce selves to others in group (name, location)
2. Ask the prepared questions.

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

Close (5 mins)
- Thank participants for joining
- Remind participants they need to complete the next lecture session in the workbook in time for the next small group breakout session.
- Remind participants of the date/time for the small group session for the following week

CLOSING REMARKS

- 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
    - 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).
    - 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