



## **WORKSHOP AGENDA**

(enter time and location details)

*Light refreshments will be served*

Registration and Displays

### **Hour 1**

#### **1. Introductions**

**(20)**

- Overview of meeting
- Each person introduces themselves and any affiliation – perhaps (depending on group size) a hot issue or any work you are doing now to promote walking or cycling

#### **2. What is a walkable community**

**(30)**

- Power Point presentation: clarify objectives, roles, why idea is important, examples of good and bad, some locally relevant issues, some “before” and “after” to inspire.
- Highlight how this workshop can help with hot issues

#### **3. Introduce the walk-about area**

**(10)**

- Coordinator or “champion” to highlight community’s action areas or hot issues

### **Hour 2**

#### **4. Break**

**(10)**

#### **5. Walk About**

**(40)**

- Participants and facilitator to record ideas on maps or pad
- Focus on what promotes or hinders walking and cycling in the area chosen for the walk about and other parts of the larger community.
- Participants will be asked in Hour 3 about possible actions for group discussion

### **Hour 3**

#### **6. Identifying possible improvements**

**(40)**

- Make note of and celebrate any existing work that promotes walking or cycling
- Break into 4 groups. Take 20 minutes to identify three or four improvements (think about quick-start and longer-term project ideas). Put ideas on medium sized Post-It-Note
- Report back, 5 minutes per group (Put on large map if possible)

#### **7. Prioritize**

**(15)**

- Each person gets 10 dots, put beside ones you want to work on or see happen.
- With group – identify “quick start” and “longer-range” priorities
- Write out “Top Priorities” on flip chart sheets – post up on wall

#### **8. Action:**

**(10)**

- Set date for follow-up meeting
- What could we bring to a follow-up meeting to move ahead on # 7 above?
- What should happen between now and next meeting? “TASKS”
- Who else needs to be here?
- Identify possible resources (people and \$)

#### **9. Wrap up** (Evaluation form, Reminder to sign in, Walk safe!)

**(5)**