



DETAILED WORKSHOP AGENDA

TIME	TOPIC	OBJECTIVE AND DESCRIPTION
8:00 - 8:30	WELCOME / INTRO	OBJECTIVE: Set tone and establish expectations for the day.
		Share objectives of the meeting, review the agenda, set rules, explain purpose and hopes, listen to each other.
		Simple Icebreaker activity, then break into assigned groups (see flipcharts).
8:30 - 9:30	SESSION 1. INTRODUCTORY EXERCISES	OBJECTIVE 1: Collectively recognize the internal and external factors and forces that have influenced the program's performance over time.
		OBJECTIVE 2: Get a temperature check on how people think the program is doing for each of the 8 CLA components identified.
		The day will start out with an interactive exercise in which team members construct a Project Timeline highlighting both internal and external events of significance that have occurred within the program's tenure. This will be followed by a brief, online CLA self-assessment.
9:30 - 11:00	SESSION 1: SOAR PART 1 - STRENGTHS AND OPPORTUNITIES	OBJECTIVE: Identify strengths and opportunities from a review of your program/sector's performance and quality, using and highlighting evidence.
		In small groups, workshop participants discuss their assigned Learning Question using available source data, and identify Strengths and Opportunities based on them, filling in Flip Chart templates. Each Strength and Opportunity will also be linked to the relevant data point from this source data. What highlights about program performance does the evidence demonstrate? This activity is followed by a Gallery Walk where workshop participants are able to review other groups' flip charts and offer additional insights and questions.
11:00 - 11:15		COFFEE/TEA BREAK
11:15 - 12:00	GALLERY WALK	OBJECTIVE: Strengths and Opportunities are further refined through Q&A and added insights from other group members.
		Workshop participants are able to review other groups' flip charts and offer additional insights and questions. Participants have stickers matching CLA practices to place on the flip charts identifying where items may have been, or could have been, affected by CLA practices, either doing them well, or not doing them enough.

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PREPARE
IMPLEMENT
FOLLOW-THROUGH

12:00 - 12:15	SESSION 3: CLA REFLECTION	OBJECTIVE: Apply CLA concepts to program performance and see connections between what we do and how we do it.
		In plenary, the group will review the CLA practices, observe the representation of stickers on the flipcharts, and talk about what they see.
12:15 - 1:00		LUNCH
1:00 - 1:15	PLENARY ENERGIZER	Welcome back with an Energizer! Finish CLA Reflection in plenary where workshop participants examine each others' flip charts and label Strengths and Opportunities with CLA-based stickers that relate as either contributory - or aspirational practices. Discuss.
1:15 - 2:00	SESSION 4: SOAR PART 2- ASPIRATIONS AND RESULTS	OBJECTIVE: Participants identify and discuss their Aspirations for the program's future, and the tangible Results that their achievement will lead to.
		Workshop participants continue working in small groups to identify their Aspirations - what or how they want this program to be, moving forward; their vision of the program they want to be a part of and what it can accomplish. Connected to those Aspirations they will identify Results - what tangible change they think this aspiration represents or contributes to. They complete the Flip Chart with this information.
2:00 - 3:00	SESSION 5: COLLECTIVE PICTURE	OBJECTIVE: Consolidate what participants have learned so far by drawing connections across groups.
		Groups divide by SOAR heading and organize ideas by Strengths, Opportunities and Aspirations/Results, looking for the connections across them. They define the main topics or areas of content and create 'Lessons Learned' based on them, defining the hypothesis, the experience, and the suggestions moving forward.
3:00 - 3:10		COFFEE/TEA BREAK
3:10 - 4:30	SESSION 6: ACTION PLAN	OBJECTIVE: Begin to identify clear next steps for an Action Plan for addressing Lessons Learned and achieving Aspirations.
		After developing Lessons Learned, groups turn the 'suggestions' into Actions for the Action Plan, starting to fill out the template online. They present them to the larger group and the Program Manager who drills into the ideas, supporting data and arguments, and intended results, to narrow down the list, and integrate things that are connected. When the Lessons Learned items are done, original groups re-assemble and check their Aspirations/Results to see what other potential actions are missing and they are discussed in plenary.
4:30 - 5:00	SESSION 7: WRAP UP	OBJECTIVE: Summarize the day, explain next steps, and share key takeaways with one another.