

Lesson 12 Running a planning workshop

Learning objective

To be able to facilitate a group as it works towards finalisation of a FairShares plan

Description of the content of the lesson

Guiding them through the final stages of the FairShares Planner and Canvass preparation

Exercise working with World Café and set the agenda for a planning workshop

Resources required

Access to a project's FairShares Planner/Canvass

Access to a network of advisers capable of answering unresolved questions

Preparation

Download the lesson materials (which include an editable FairShares Canvass and Simulation Game description). If teams have been using the FairShares Planner on the Platform, get them to print their latest set of answers and transpose them onto the editable FairShares Canvass.

Content

The last step in the FairShares Lab is a Planning Workshop in which individuals and/or groups receive coaching and support. This is also the moment where the process of development turns into a process of implementation. The project is slowly becoming reality and proceeds on its own strengths.

This entire process typically takes 3–6 months, depending on choices about legal identity and arranging any finance needed to realise the project. Training and counselling changes slowly into a process of working with business (social enterprise) advisers. Project participants can continue to use the e-Learning and Communication tools (and their chosen ICT platforms) to turn their FairShares Plan into a social enterprise (business) plan.

The Planning Workshop starts with identifying if everyone and everything is on board to make a start. Working from the remaining questions from the **red** and **green** parts of the FairShares Canvass (or FairShares Planner), you find ways, resources, methods and advisors to answer unresolved questions. As you resolve them, you develop a social enterprise (business) plan and prepare any cashflow and profit-loss projections that funders/investors, or your members, require. Outstanding questions might be:

- How will you segment users (i.e. clients/customers) and how will you reach each segment? (Read Learning Materials - [Simulation Game to get some ideas](#)).
- Are the arrangements satisfactory for primary stakeholders to cooperate in the supply chain?
- Have we identified the wealth that will be created (natural, human, social, intellectual, manufactured, financial capital) to hone our social mission/message?
- Are the proposed surplus/power sharing arrangements between primary stakeholders still

equitable?

Learning Activity

Task 1 – Hone your planning process to prepare for a simulation (45 mins)

- Read the additional Learning Materials about World Café.
- Imagine you have reconvened the group of six founders from the ideas workshop and are now preparing for a final planning session.
- Using the ‘Learning Materials – Planning Workshop (Template)’ document, set out your welcome, agenda, (re)introduction and evaluation strategies for a planning session.
- As you do so, consider the relative merits of World Café, action learning groups and appreciative inquiry (FairShares Learning and Development Methods) for working out solutions to unresolved questions.
- Re-check that your final plan satisfies all stakeholder perspectives.

Task 2 – Design a Simulation (90 mins)

- Read the ‘Learning Materials – Game Simulation’ document.
- Design a simulation game for the groups in your lab to interact with each other.
- Bring into the game events that might disrupt or enhance their plans.
- Build natural breaks into the game for interaction between planning teams and groups.
- Write up your Game Simulation Plan in ‘Learning Activity – Planning Workshop (Template)’.

The document ‘Learning Activity – Planning Workshop’ is part of the portfolio that you will need to submit for assessment to become a Certified FairShares Trainer.

Evaluation of the lesson

- Was this lesson helpful for you?
- Do you feel able to run a planning workshop?

Expectations of the FairShares Trainer

To be able to run a planning workshop

Time

2 ½ hrs

Additional resources

[How to run a planning workshop](#)

[WHO - How to run a planning workshop](#)

[How to run a strategic planning workshop](#)

[Example of a strategic planning workshop](#)

[Examples and tools for strategic planning workshop](#)

