



Resource L: Workshop 1 - set-up, resources and roles¹

Resources required

- PowerPoint slides (Resource K: Workshop 1 presentation - understanding the local reality. Note: some of the slides need local data adding to them)
- agenda for the day - 1 copy per invited stakeholder (Resource O: Workshop 1 agenda)
- Post-it notes
- marker pens
- A0/1/flip-chart and paper
- pens
- name badges plus blank badges
- sign-in sheet
- feedback forms (optional)

Choosing and setting up the venue

Choose a venue that is in a central location and has adequate parking and transport links. It is also important to have:

- facilities with a screen and projector for showing slides and an audio system/speaker
- tables and chairs that can be arranged into groups of 6 to 8 around each table
- enough space to walk easily around the tables and chairs so that the facilitators can observe how the groups are working and provide input as required

¹ This resource is part of Public Health England's wider whole systems approach to obesity programme. Please search to find the main guide and additional resources.

Setting up on the day

- check IT equipment
- table and chairs set up with no more than 8 people on any table

Each table will require:

- for consequences Post-it notes and pens
- for causes Post-it notes, 3 large pieces of paper (A0/1/flip-chart), a marker pen and a pen

Seating plan

If there are lots of people from one department, it is advisable to spread them out across the room. This will facilitate discussion about obesity from a variety of perspectives.

Staff roles

Members of the core working team will run the workshop. Experienced facilitators should be used who have developed a good understanding of the whole system approach, are familiar with the purpose of each workshop task and know how these fit into the whole systems process. These may be members of the core working team, but they could also be from another department or an external organisation.

It is important for a senior local authority figure (senior officer or elected member) to attend and at a minimum introduce and/or close the workshop. The benefits of this are that:

- delegates feel that someone is listening to what they say and that the issues being discussed are important
- the senior figure is actively involved in the discussions and what is being produced

Tip: It is helpful to have a facilitator on each table. If facilitators are from outside the core working team, a member of the core working team should move between tables to assist where required.

For more information on facilitation please refer to Resource M: Facilitation tips.

Asking for feedback

You may have a standard evaluation template to use. If not, here are some suggested evaluation questions:

1. After today's workshop what, if anything, will you do differently?
2. What was good about the event, and what could be improved?
3. How has the event increased your understanding of obesity and its impacts?
4. Has the event helped you understand what systems thinking is and the type of mindset that it requires?
5. Did you find the event useful for networking?