**Example – Digital action agenda A**

**This is a suggested agenda for a digital uptake event with around 20 people that lasts for two hours and includes a guest speaker, a tech demo and a peer to peer speaker session.**

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| **Mins** | **Session or activity** | **Intent** | **Who** | **Inputs** |
| 5 | Coffee/Tea | Soft start, enables informal networking, guests comfortable | Facilitator/ Guests | Name tags Catering |
| 5 | Opening & Housekeeping | Set the scene, share purpose, mind-sets of the session – what to expect | Facilitator | Purpose statement Emergency procedure |
| 30 | Keynote speaker | Include if they are a confident speaker and have had time to prepare /tailor to audience | Expert speaker | Presentation Speaker guide Key action points |
| 10 | Q & A | Audience interaction – guide speaker to what is of interest to audience | Facilitator, scribe/note taker | Digital – Sli.do or Flipchart or Whiteboard |
| 5 | Key takeouts | Summary of key takeouts enables those notetaking to capture salient points | Scribe/note taker | See above |
| 10 | Break | Informal networking, comfort and movement – thinking/reflection time | Guests | Catering |
| 10 | Lightning sessions | Businesses ‘like me’ – Audience can relate to someone who runs a similar business to them. They hear achievable and tangible steps that business took to implement digital technology into their business | Peer speaker | Speaker guide |
| 5 | Q & A | Enable audience interaction | Facilitator Scribe /note taker | Capture tool Sli.do Whiteboard/Flip chart |
| 5 | Key takeouts | Summary of key takeouts from lightning session | Scribe/note taker | Projected or scribed |
| 25 | Play and trial | Enable safe exploration of technology – hands-on learning enables tactile learning, breaks down barriers and a “play” mindset enables comfort and ease | Groups of 5-6 | Tables and chairs  Tech to explore |
| 5 | Summary/  Q & A | Wrap up learnings and open discussion | Facilitator | Capture tool |
| 5 | Set action step reminder | Personal action step is set by participants encouraging ownership of goals. Setting a reminder enables follow-up action at a later date. | Guests | Phone calendar or task action or notecards |
| 5 | Survey | Capture information on the quality of learning experience and follow up topics for next event at the same time (not as a task to do later). | Guests | Digital or paper survey |
| 5 | Close (& Karakia) | Acknowledge participation and remind about follow-up events/channel where content will be shared. Encourage sharing with friends/family/colleagues. | Facilitator | Social media sharing information |