**Example – Digital action agenda B**

**This is a suggested agenda for a digital uptake event with around 50 people that lasts for two hours and includes three guest speakers (experts) and a networking 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 | Fireside chat | Greater audience interaction which requires strong moderation. More casual conversation. | 3 x Expert speakers (digital and/or industry) Facilitator | Facilitator Question guide 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 | World café – round one | By breaking large group into smaller groups of 5-6 people and moving around ‘café’ tables, the guests have a face to face opportunity with digital experts, and discuss in a smaller group. | 8 Table moderators (include digital experts)8 groups of 6 | Table facilitator guide (see world café guide) Discussion questions |
| 10 | World café – round two | By breaking large group into smaller groups of 5-6 people and moving around ‘café’ tables, the guests have a face to face opportunity with digital experts, and discuss in a smaller group. | 8 Table moderators (include digital experts)8 groups of 6 | Table facilitator guide (see world café guide) Discussion questions |
| 10 | World café – round three | By breaking large group into smaller groups of 5-6 people and moving around ‘café’ tables, the guests have a face to face opportunity with digital experts, and discuss in a smaller group. | 8 Table moderators (include digital experts)8 groups of 6 | Table facilitator guide (see world café guide) Discussion questions |
| 5 | Summary/ key takeouts | Enable audience interaction and capture learning points to be reused on social media. | Facilitator, scribe/note taker | Capture tool Sli.do Whiteboard/Flip chart |
| 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 of follow-up events/channel where content will be shared. Encourage sharing with friends/family/colleagues. | Facilitator | Social media sharing information |