

VISION MODULE  
FACILITATOR RESOURCES  
  
Session Agendas and Materials for Facilitators

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## INTRODUCTION

This document includes key resources from the Partners Advancing Climate Equity (PACE) Pilot Program’s Vision Module, which have been modified to enable other facilitators and community leaders to adapt and use PACE resources. This document includes facilitator agendas from full cohort sessions and learning group sessions organized as part of the PACE Pilot Program’s Launch and Vision Module. Additional resources, such as sample presentation slides and worksheets, are included as links.

### BEFORE YOU START

**We recommend first reviewing the** [PACE Resource Navigation Guide](https://docs.google.com/document/d/1OI2DnlXUwOQwAqzcG_GXoDAwBY4ygDG_fd6557sCikY/edit#heading=h.2hl5p8yvh81g) **to understand *what* is included in this document and *how* to utilize PACE facilitator resources best.**

The PACE Pilot Program featured a multi-faceted approach to cohort learning, capacity building, and leadership development with many interconnected program activities and structural elements. The Resource Navigation Guide provides a high-level overview of program goals and values, key terms and definitions, and important structural elements (such as the types of sessions organized, the Vision-Assessment-Strategy-Timeline (VAST) program design, and the Phase 1 syllabus) to help you best navigate and utilize PACE facilitator resources. While we designed these resources for virtual PACE sessions, you can adapt them for in-person events.

### GETTING STARTED

**We recommend creating a copy of this Google document and adapting its contents to best suit your needs, paying particular attention to the following markers:**

**→ Important guidance, displayed in purple bolded text with a purple arrow**,

*Sample PACE content to review and update, displayed in gray italicized font*, and

Standalone activities, displayed in orange boxes,   
which are also linked directly in the Table of Contents.

For more information about the PACE Pilot Program and to view additional resources for community leaders, please visit [**https://sgc.ca.gov/**](https://sgc.ca.gov/).

## LAUNCH FULL COHORT SESSION

### KEY SESSION INFORMATION

**Key Theme/Topic:** Sankofa

**Estimated Time Needed:** 2 hours

**Materials Needed:**

* Presentation Slides (e.g., PowerPoint or Google Slides)

**→ Here is a** [template slide deck from PACE](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_2_3) **you can copy, modify, and use!**

* Interaction Tools (e.g., Jamboard or Mentimeter for virtual events; or sticky notes, easel paper, and markers for in-person events)

**→ Here is a template of the** [PACE Jamboard](https://jamboard.google.com/d/1nayvX6eJimce1Ms7nC4f3rDNnmVJxm6DbkqGAmQg-B0/viewer?) **used for this session (slide 1).**

**Session Roles for Facilitators:**

**→ Update and assign roles based on your final session agenda and format. See description of roles in the** [PACE Facilitator Guide](https://docs.google.com/document/d/1zWobMONO40FsfV47AtNk7l4PHv0bzxiPKN1k-n6gocE/edit?usp=sharing)**.**

| **ROLE** | **ASSIGNED TEAM MEMBER** |
| --- | --- |
| Master of Ceremonies (MC) |  |
| Additional Facilitators / Breakout Group Facilitators |  |
| Presenters |  |
| Chat Monitor |  |
| Time Keeper |  |
| Vibe Checker (keeps tabs on group agreements and energy levels) |  |
| Music |  |
| Technology Lead - Recording and Breakout Groups |  |
| Notetaker(s) |  |

### FACILITATOR AGENDA

#### Convene (25 minutes)

**Welcome and Housekeeping (12 minutes)**

* Set a welcoming tone with music and greetings.
  + *Please make sure your Zoom name is what you would like to be referred to and has your gender pronouns. Grab paper, pen, and markers.*
* Share ‘as you arrive’ prompt verbally and in chat and respond to shares.
  + *Share one object near you that brings you joy.*
* Respond to shares.
  + *Thank you for sharing! It makes our space feel warmer and reminds us that we are never alone.*
* Share some words of welcome.
* Permission check.
  + *Is everyone okay with us recording this session? It’s for internal purposes only, in case someone in the group wants to go back and view it.*
  + *Here is a basic guide for Zoom. We will use screen share, chat, and breakout room features regularly. You will have dedicated time to practice using our facilitation materials using Zoom. Please don't hesitate to ask for support or share tips. Today is on tech support, so feel free to message her if you need help with anything.*
  + *We ask for your video and mic to be on as a default. However, there are kids, parents, fur babies, neighbors, sirens, and other devices asking for our attention. We get it. We live it. You are welcome to turn off video and mic at any time to balance your needs to be present to the world around you and the group's need to connect. The facilitators may put you on mute if background noises make it hard to hear whoever is talking.*
  + *Some of our PACE team will turn our video off so that you all can see each other on one page.*
  + *We suggest putting your screen in gallery view to see everyone.*
  + *Take care of yourself. Life doesn't always heed our agendas, so please take care of what you need to take care of, including your own body. There are no official breaks since our sessions are relatively short. Just let us know that you're stepping away, so we don't worry about you.*
* Share any other housekeeping.

**Land Acknowledgement (10 minutes)**

**→ If you are working primarily with Indigenous peoples or are an Indigenous leader working in a multi-stakeholder space, this could be a moment to name and honor the elders in the room, recognize the loss, share stories for the young to hear… Please edit this section as you see fit.**

* *Our work is taking place on unceded land. The great robberies of land, people, and resources are at one of the roots that feed our community tree today. Justice is ultimately about love and healing. As we embark on this journey to heal our relationship with the planet and with each other, we acknowledge the great robberies and the wellsprings of knowledge that have survived despite deliberate attempts to erase them. We are grateful for those who still know how to partner with the sea, the mountains, the salmon, and the fire this land needs. In the spirit of learning and acknowledgment, we invite those representing Indigenous California to share their experience honoring the land.*
* *We also invite others to research what Native land they live on:* [https://native-land.ca](https://native-land.ca/)*.*

**Agenda (3 minutes)**

* Provide a brief overview of the session agenda.

#### Connect (50 minutes)

|  |
| --- |
| ACTIVITY: SANKOFA |
| **Introduction (1 minute)**   * Have people grab blank paper and markers or other drawing supplies. * Introduce Sankofa.   + *Sankofa is the story of our ancestors. The Adinkra symbol is from the Akan People (Present-day Ghana and Ivory Coast). It means, “go back and fetch it.” It embodies three concepts: honoring the past, finding one's purpose in the present, and discovering one's destiny.*   **Journaling Prompt (3 minutes)**   * Share a journaling prompt for participants.   + *Think of your Sankofa story. Think of someone from your family, community, or a famous person who showed you what it means to be strong, to bounce back when life gets hard and knocks you down. Take a few minutes to write or draw about them. You are welcome to turn off your video if that helps.* * Option to play non-distracting music in the background.   **Small-Group Circle Prompt (9 minutes)**   * Introduce small group activity.   + *We will all share the story of the people who made us who we are in small groups. We’ll use a Google Jamboard to name the person and a few words to describe them. I’ll share my screen to show the different tools we’ll be using.* * Share the Google Jamboard link in chat.   **→ Here is a** [template Jamboard from PACE](https://jamboard.google.com/d/1nayvX6eJimce1Ms7nC4f3rDNnmVJxm6DbkqGAmQg-B0/edit?usp=sharing) **you can copy, modify, and use!**   * Share screen to demo tools.   + *There are two boards. If you’re not sharing, help capture keywords on stickies and use as many as you want. Any questions? If you would like to share, take a minute or so to share the story of the person you wrote or drew about.* * Launch breakout rooms for 8 minutes total.   + Randomly assign participants into groups of 3 (preference for 3 to balance the ratio of roles in groups).   + Pause recording while breakout rooms are active.   + Close breakout rooms after 7 minutes with a 1-minute countdown.   **Wrap Up (2 minutes)**   * Come back and ask for 2-3 comments about the experience of doing Sankofa.   + *We stand on the shoulders of all those names. We blossom from the nourishment of their laughter and tears.* |

**Traditional Introductions (33 minutes)**

* Provide instructions.
  + *Now that we know a bit about where you came from and what makes you you, we'd like to give you a chance to introduce your present self to the whole group. Please take a minute to share your name, affiliations, and work in 2 sentences.*
* Facilitate a round of introductions.
  + *We will write the order of introductions in the chat, five people at a time.*
  + *At 60 seconds, one of our facilitators will make a chime.*

**Energizer (2 minutes)**

* Introduce and facilitate a brief energizer.
  + *Write your name in cursive in the air, using a body part: hips, arms, head, etc.*

#### Capacity (35 minutes)

**Group Agreements (15 minutes)**

* Introduce the process for creating, reviewing, and adopting group agreements.
  + *We will create Group Agreements to guide us through our time together. We have a set of agreements started. As a group, we will add and edit them.*

**→ If you’re looking for an example, check out the** [PACE Group Agreements](https://docs.google.com/drawings/d/1ux7mChnEne7-9yD5EZjTQ7xmqIeWOi__XSqGbIchgMw/edit?usp=sharing) **adopted by PACE Leaders and the project team.**

* Share screen and/or link in chat.
* Go through agreements, one at a time, and ask for edits. With important yet broad topics like confidentiality and respect, be sure to get specific.

**Program Overview (20 minutes)**

* Review key aspects of program goals, structure, and schedule.
  + *Explain that Phase 1 will take us through a journey (Camino) of 4 modules: Vision, Assessment, Strategy, and Timeline. Other sessions in the syllabus are laid out based on the VAST model. Lead into Build-Your-Own-Camino (BYOC) Roadmap.*
* Review group communications and other procedures.
  + *Group collaboration orientation and materials (reference files, co-working documents, schedules).*
* See if anyone has questions.

#### Close (10 minutes)

**Summary and HomeFun (8 minutes)**

* Quickly go over a summary of the session using the slides.
* Review HomeFun (assignment to be done before next session or in learning groups).
* Ask for volunteers for the next session.
  + *Role 1 (check-in):*
  + *Role 2 (check-out):*
  + *Role 3:*

**Check Out (2 minutes)**

* Share check out prompt in Chat, Mentimeter, Google Jamboard sticky notes, or go around the Zoom Room.
  + *Share up to 3 words to describe this group at this moment.*

## LAUNCH LEARNING GROUP SESSION

### KEY SESSION INFORMATION

**Key Theme/Topic:** Web of Connections and Feedback

**Estimated Time Needed:** 1 hour

**Materials Needed:**

* Presentation Slides (e.g., PowerPoint or Google Slides)

**→ Here is a** [template slide deck from PACE](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_2_562) **you can copy, modify, and use!**

* Group Agreements

**→ Here are the** [PACE Group Agreements](https://docs.google.com/drawings/d/1ux7mChnEne7-9yD5EZjTQ7xmqIeWOi__XSqGbIchgMw/edit?usp=sharing) **as an example.**

* Interaction Tools (e.g., Jamboard or Mentimeter for virtual events; or sticky notes, easel paper, and markers for in-person events)

**→ Here is a template of the** [PACE Jamboard](https://jamboard.google.com/d/1nayvX6eJimce1Ms7nC4f3rDNnmVJxm6DbkqGAmQg-B0/viewer?f=1) **used for this session (slides 2-3).**

**Session Roles for Facilitators:**

**→ Update and assign roles based on your final session agenda and format.**

| **ROLE** | **ASSIGNED TEAM MEMBER** |
| --- | --- |
| Facilitator(s) |  |
| Notetaker(s) |  |
| Jamboard Lead |  |

## 

### FACILITATOR AGENDA

#### Convene (5 minutes)

**Review Session Agenda (1 minute)**

**Group Grounding (4 minutes)**

* Reiterate (Group) Vision.
  + *Share and ground ourselves in the vision, why we’re here together, our shared purpose, and what we hope to accomplish over the next six months to 1 year.*
* A glance at group agreements.

**→ Here are the** [PACE Group Agreements](https://docs.google.com/drawings/d/1ux7mChnEne7-9yD5EZjTQ7xmqIeWOi__XSqGbIchgMw/edit?usp=sharing) **as an example.**

#### Connect (25 minutes)

|  |
| --- |
| ACTIVITY: WEB OF CONNECTIONS |
| **→ Usually, we do this by tossing a yarn ball between people and creating a physical web of connections. We are replicating this activity virtually by using a Jamboard.**  **→ Here is a** [template Jamboard from PACE](https://jamboard.google.com/d/1nayvX6eJimce1Ms7nC4f3rDNnmVJxm6DbkqGAmQg-B0/viewer?f=1) **you can copy, modify, and use! Remember to populate the names ahead of the session.**  **Introduction (5 minutes)**   * Introduce Web of Connections (virtual edition).   + *We are creating a web of connections.*   + *Each person is invited to share a Need and a Resource.*   + *If you connect with either of the shares, raise your hand.*   + *You can make a connection in a number of ways: “I feel you”; “I have that need too”; or “Hey, I have a skill or resource that could help you out.”*   + *Keep your hands raised until the person sharing picks one.*   + *The person who gets picked shares the connection (why they raised their hand), then shares their answers to the prompts (need or resource).*   + *We will go around until each person has shared and we’re all connected.* * Provide a brief demonstration.   + *2 facilitators model how to share briefly and how a connection gets made.*   + *The Jamboard lead draws a line between the 2 names, which becomes the digital yarn connecting people.*   + *The notetaker writes in the chart in the notes section.*   **Web of Connections (15 minutes)**   * Facilitate the activity with participants.   + *Participants repeat this process until everyone has gone and the last sharer “passes” back to the facilitator.*   **Debrief (5 minutes)**   * Debrief and reflect.   + *Collect insights on interconnectedness, the resilience of redundancies made by a web. Generate exchange amongst leaders.*   + *Ask what happens to the web when people leave (like displacement) or the resource-need connections can’t be made due to issues such as political division, language access, generational drift, etc.* |

#### Capacity (27 minutes)

**Feedback from Last Session (15 minutes)**

* Provide context for gathering feedback.
* Share additional prompts and topics to spark additional feedback.

**→ Below is an example of the feedback table from PACE Learning Group Sessions, which was used to capture participant feedback in an organized way. Here is also a** [template Jamboard from PACE](https://jamboard.google.com/d/1nayvX6eJimce1Ms7nC4f3rDNnmVJxm6DbkqGAmQg-B0/viewer?f=2) **you can copy, modify, and use!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Feedback Category** | **START** (try this) | **STOP** (don’t do) | **CONTINUE** (keep) |
| Facilitation (process) |  |  |  |
| Content |  |  |  |
| Virtual (tech+tools) |  |  |  |
| Other |  |  |  |

**Q&A (12 minutes)**

* See if anyone has any questions.

#### Close (3 minutes)

**Check Out**

* Share check out prompt in Chat, Mentimeter, Google Jamboard sticky notes, or go around the Zoom Room.

## VISION I FULL COHORT SESSION

### KEY SESSION INFORMATION

**Key Theme/Topic:** Equity Gallery Walk, Making Equity Real

**Estimated Time Needed:** 2 hours

**Materials Needed:**

* Presentation Slides (e.g., PowerPoint or Google Slides)

**→ Here is a** [template slide deck from PACE](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_2_368) **you can copy, modify, and use!**

* Interaction Tools (e.g., Jamboard or Mentimeter for virtual events; or sticky notes, easel paper, and markers for in-person events)

**→ Here is a template of the** [PACE Jamboard](https://jamboard.google.com/d/1Sn6vhD4x1LoLbUDVPamECAhmQ6UmiIoDnwgPxjutoyI/viewer?f=0) **used for this session (slides 1-3).**

**Session Roles for Facilitators:**

**→ Update and assign roles based on your final session agenda and format.**

|  |  |
| --- | --- |
| **ROLE** | **ASSIGNED TEAM MEMBER** |
| Master of Ceremonies (MC) |  |
| Additional Facilitators / Breakout Group Facilitators |  |
| Presenters |  |
| Chat Monitor |  |
| Time Keeper |  |
| Vibe Checker (keeps tabs on group agreements and energy levels) |  |
| Music |  |
| Technology Lead - Recording and Breakout Groups |  |
| Notetaker(s) |  |

### FACILITATOR AGENDA

#### Convene (5 minutes)

**Welcome (3 minutes)**

* Set a welcoming tone with music and greetings.
* Share ‘as you arrive’ prompt verbally and in chat.
  + *How would you describe how you’re feeling in a color?*
* Share some words of welcome.

**Housekeeping (2 minutes)**

* Review group agreements and reminders.
  + *Reminders of group agreements and Zoom etiquette, self-care, etc.*

**→ Here are the** [PACE Group Agreements](https://docs.google.com/drawings/d/1ux7mChnEne7-9yD5EZjTQ7xmqIeWOi__XSqGbIchgMw/edit?usp=sharing) **as an example.**

* Provide a brief overview of the session agenda.

#### Connection (15 minutes)

**Land Acknowledgement**

* Invite one participant to provide a land acknowledgment.

**→ Rather than asking participants to provide a brief land acknowledgment as part of their introduction, we instead invited one participant to give an extended land acknowledgment for each full cohort session.**

* + *Participant shares their location, the people who stewarded it prior to colonization, their current struggles, and one earth-based practice they used/use.*

#### Compost/Compose (15 minutes)

|  |
| --- |
| ACTIVITY: COMPOST/COMPOSE ALTAR BUILDING |
| **Independent Journaling (5 minutes)**   * Share journaling prompt.   + *Think about the person you named at the opening session during the Sankofa exercise (someone from your family or community who shows you what it means to be strong, to bounce back when life gets hard and knocks you down). What was it about their example? The way they lived and the way they overcame challenges? Take a couple of minutes to write about it. (Adjectives -- personality attributes about that person, and strategies -- what did they do?). Then let’s think a bit, too, about the source of their and your communities’ struggles -- what barriers do you face?*   + *We face struggles head-on, individually and as a community. Out of struggles comes strength.*   + *We are strong because we’re connected. These connections over time, space, and spirit make us resilient. We’ve got a whole network of awesome individuals that together make us stronger and resilient. Sometimes, our work with residents and youth enables us to do more than we thought we could. We want to take the time to honor that web of connections by creating altars.* * Invite participants to take a few minutes to journal.   **Group Altar Building (10 minutes)**  **→ If you are planning the session to be in person, ask group members beforehand to bring items that remind them of the sources of their struggles and strength. Dedicate a space to build an altar with instructions shared verbally or in writing by the space.**   * Define how you are using the word “altar.”   + *Not associated with any particular organized religious tradition but a place for expressing and honoring shared human experience.* * Introduce activity   + *We will make two altars that will serve as visual reminders of each of our connections as a group, a Compost altar, and a Compose altar. We have two altars because we are here in commitment to mend our connection with the planet, with history, with all our relations, and with our communities.*   + *When we take a Compost/Compose approach to change, we bring compassion and regeneration into our community of practice. The Compost altar/board is where we will honor the things we are ready to let go of. The Compose altar/board is where we will honor what we want to grow.*   + *Examples of Compost are community pain we want to transform, hurtful habits, or a historical legacy (e.g., gentrification, development over Tribal burial grounds, etc.). Examples of Compose are our communities' dreams, a program we want to see, a prideful accomplishment we want to sustain (e.g., places for young people to connect, energy independence).*   + *We will go into small groups to build our two virtual altars.* * Share the Google Jamboard link in chat.   **→ Here is a** [template Jamboard from PACE](https://jamboard.google.com/d/1Sn6vhD4x1LoLbUDVPamECAhmQ6UmiIoDnwgPxjutoyI/viewer?f=1) **you can copy, modify, and use!**   * + *Here is the \*Jamboard Link\* if you’d like to add items yourself. There is one labeled Compost, and another labeled Compose. You can add words using the stickies or the text box function. You can also add pictures of your own or from the internet.* * Launch breakout rooms for approx. 7 minutes total.   + Suggestion: No more than 5 per group, so there is time for everyone to contribute.   + Optional: Assign small group facilitators or ask the group to get a member to volunteer as the facilitator at the start. |

#### Capacity: Systems (15 minutes)

**Presentation on Systems**

* What’s a system?
  + *Parts in a dynamic relationship. A system is a cohesive conglomeration of interrelated and interdependent parts which can be natural or human-made. Every system is bounded by space and time, influenced by its environment, defined by its structure and purpose, and expressed through its functioning.*
  + *We are conditioned to look at parts rather than the whole or the relationships between the parts (Ex: medical view of the body).*
* Emergent Properties.Share what it is and give an example (cat or monkey).

#### Capacity: Race and Caste Equity (30 minutes)

|  |
| --- |
| ACTIVITY: EQUITY GALLERY WALK |
| **Gallery Walk (15 minutes)**   * 4x4: Break people into four groups with small group facilitators spread out for support. Spend 4 minutes on the first question as a group. Move according to instructions. Spend 4 minutes with the second question as a group. Then take 4 minutes to scan boards in silence.   **→ Here is a** [template Jamboard from PACE](https://jamboard.google.com/d/1Sn6vhD4x1LoLbUDVPamECAhmQ6UmiIoDnwgPxjutoyI/viewer?f=3) **you can copy, modify, and use!**   * + *We will inventory assets and issues of the communities you’ve been trusted to represent. There are 4 Google Jamboard frames, 2 for each prompt:* ***What’s Working*** *and* ***What’s Not Working****. Share your thoughts on the boards using the sticky note function. You will have the PACE team in the groups with you, so if you’d rather just talk or type into chat, that’s fine, too.*   + *Groups 1 and 2, you will start on the* ***What’s Working*** *slides.*   + *Groups 3 and 4, you will start on the* ***What’s Not Working*** *slides.*   + *We will broadcast when it’s time to switch to the other question.*   + *Group 1: Move from Board A to Board C, Group 2: Move from Board B to Board D, Group 3: Move from Board C to Board A, Group 4: Move from Board D to Board B.*   **Intersections (15 minutes)**   * In your groups, invite leaders to share how specific issues on the boards are fractured in proposed solutions and how the assets in their communities might bring a different approach.   + *Example Script: Issues identified on the boards like \_\_\_\_ and \_\_\_\_ intersect with climate because the issues are subsystems inside a larger system of life-destroying hierarchy. Our communities face the direct impact of the climate crisis first and worst. This is also the reason we are essential to designing solutions. We have intimate knowledge of the issues; we’re not just reading about it in a report. We have the solutions, some from the wisdom traditions we still have connections to, and some we’ve learned because we’ve had to.* * Option to manage sharing the air: Circle share, go in alphabetical order, or call on the next person.   + *Round 1: What’s an example of how issues show up together in your community?*   + *If time, Round 2: How could something on the* ***What’s Working*** *board be part of the solution for the* ***What’s Not Working*** *board?*   **Come back to the main room.** |

#### Capacity: Making Equity Real (30 minutes)

**Presentation on Making Equity Real**

**→ Here is a** [sample presentation from the Greenlining Institute](https://drive.google.com/file/d/18OT6GS5DbAPdg9BiWwMiHCmD-otawg-0/view?usp=sharing)**.**

* Folks share what they thought in the chat or verbally. The facilitator engages and documents.

#### Close (10 minutes)

**Summary and HomeFun (8 minutes)**

* Quickly go over a summary of the session using the slides.
* Review HomeFun (assignment to be done before the next session or in learning groups).
  + *Visioning Activity: Start with gratitude for all the things that are working, all the ways your community is resourced, whether it’d be material, social, or spiritual. Then translate the things that aren’t working into visions of wellness.*
  + *Optional: Share an example. (*[PACE team vision board](https://jamboard.google.com/d/15wsDeQuMhnXXYCIiGfhHRYG-nGtIRsfeKtjc_wrxlWo/viewer)*)*
* Ask for volunteers for the next session.
  + *Role 1 (check-in):*
  + *Role 2 (check-out):*
  + *Role 3:*
* Announcements and updates

**Check Out (2 minutes)**

* Share check out prompt in Chat, Mentimeter, Google Jamboard sticky notes, or go around the Zoom Room.
  + *One thing you’re looking forward to this weekend.*

## VISION I LEARNING GROUP SESSION

### KEY SESSION INFORMATION

**Key Theme/Topic:** Equity Practices

**Estimated Time Needed:** 1 hour

**Materials Needed:**

* Presentation Slides (e.g., PowerPoint or Google Slides)

**→ Here is a** [template slide deck from PACE](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.gcc13e2749e_1_34) **you can copy, modify, and use!**

* Group Agreements

**→ Here are the** [PACE Group Agreements](https://docs.google.com/drawings/d/1ux7mChnEne7-9yD5EZjTQ7xmqIeWOi__XSqGbIchgMw/edit?usp=sharing) **as an example.**

* Interaction Tools (e.g., Jamboard or Mentimeter for virtual events, or sticky notes, easel paper, and markers for in-person events)

**→ Here is a template of the** [Google Document](https://docs.google.com/document/d/18RWm0P9ZXql7QuiKnIAZKVzEYMKPIumwlFvod7YPjGk/edit?usp=sharing) **used for this session.**

**Session Roles for Facilitators:**

**→ Update and assign roles based on your final session agenda and format.**

| **ROLE** | **ASSIGNED TEAM MEMBER** |
| --- | --- |
| Facilitator(s) |  |
| Notetaker(s) |  |
| Jamboard Lead |  |

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### FACILITATOR AGENDA

#### Convene (10 minutes)

**Agenda (2 minutes)**

* Review session agenda.

**Group Grounding (3 minutes)**

* Reiterate (Group) agreements.

**Feedback of Vision 1 (5 minutes)**

* Reflect on how things are going using the table below.
  + *We want to start this session by reflecting on how things are going. We’ll use a Jamboard to discuss what we should start doing, stop doing, and continue doing. We’ll open it up for you to populate the Jamboard.*
  + *For internal notetakers, keep the tagging categories in mind (Facilitation, Content, Tech + Tools, Other). Examples inserted from PACE Project Team.*

**→ Check out the feedback table used by the PACE Team in the Launch Learning Group Session (p.12).**

#### Equity Practices (20 minutes)

|  |
| --- |
| ACTIVITY: OPERATIONALIZING EQUITY |
| **Introduction (3 minutes)**   * Introduce Operationalizing Equity Activity.   **→ Here is a template of the** [Google Document](https://docs.google.com/document/d/18RWm0P9ZXql7QuiKnIAZKVzEYMKPIumwlFvod7YPjGk/edit?usp=sharing) **used for this session.**   * + *We will dive more into the* [“Making Equity Real” presentation](https://drive.google.com/file/d/18OT6GS5DbAPdg9BiWwMiHCmD-otawg-0/view?usp=sharing)*.*   + [Show overview slide of process.](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_0_426)   + *Step 1 of the 4 steps to Operationalizing Equity, articulating the definition of equity and incorporating equity into vision, mission, and goals, is the step with the most available examples. The other steps get progressively harder to find case studies.*   + *We’re going to compile practices for steps 2-4 or brainstorm when we can think of an existing model, policy, program, or funding approach with which you’re familiar.*   + *We are going to compile them in this document under each heading.*   + *If your first name starts from A-K, do the first page / Step 2. L-R, do the second page / Step 3. S-Z, do the third page.*   + *We’re separating that way to make sure all steps have something.*   + *We’ll play some music. You’re welcome to turn off your video and mic until the music stops.*   **Independent Work (7 minutes)**   * Play music for about 7 minutes while everyone works on their own.   **Debrief (10 minutes)**   * Come back and ask if the step they were assigned was easy? Was it hard? Look at some of the other responses.   + *We hope to grow this list of practices over time and share case studies with your peers on what’s working to operationalize equity.* |

#### Practice (25 minutes)

|  |
| --- |
| ACTIVITY: FACILITATION PRACTICE |
| **Introduction (5 minutes)**   * Explain that we will be going into breakout groups to do some facilitation practice and share our vision boards. Before the session, leaders will be asked to be prepared to talk about intersectionality via a personal story, slides with statistics, draw on a Jamboard, lead with a prompt, etc.   **Facilitation - Intersectionality (10 minutes)**   * Pair Share Description: Leaders take 4 minutes to share how they would open a conversation about intersectionality (or the connections) between community, climate, and social justice.   + *We encourage creativity (share a personal story, slides with statistics, draw on a Jamboard, lead with a prompt, etc.) and for you to do this in your unique way so we can all learn from each other.*   + *Emphasize that practicing these conversations is a part of the “train-the-facilitator” approach to PACE*   + *Feedback****:*** *Each person shares one thing they learned or stood out to them.*   **Vision Board Sharing (10 minutes)**   * Pair Share Description: Share your vision board for your community - virtual platform (Jamboards, Google Slides, etc.) or going analog (poster, collage, etc.).   + *Gratitude for all the things that are working, all the ways your community is resourced, whether it be material, social, or spiritual. Then translate the things that aren’t working into visions of wellness. As an example,* [here is a vision board for the PACE Project Team](https://jamboard.google.com/d/15wsDeQuMhnXXYCIiGfhHRYG-nGtIRsfeKtjc_wrxlWo/viewer). * Back-up if they can’t share their screen in real-time-> share your materials ahead of time (PDF, slides, or Google Jamboard) * Feedback: How could an activity like this help your work with your community? |

#### Close (5 minutes)

**Announcements (3 minutes)**

* Share any program-related announcements or provide space for participants to share announcements.

**Check Out (2 minutes)**

* Share check out prompt in Chat, Mentimeter, Google Jamboard sticky notes, or go around the Zoom Room.
  + *Facilitator’s choice.*

## VISION II FULL COHORT SESSION

### KEY SESSION INFORMATION

**Key Theme/Topic:** Community-Driven Climate Resilience Planning, Spectrum of Community Engagement

**Estimated Time Needed:** 2 hours

**Materials Needed:**

* Presentation Slides (e.g., PowerPoint or Google Slides)

**→ Here is a** [template slide deck from PACE](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_0_0) **you can copy, modify, and use!**

* Interaction Tools (e.g., Jamboard or Mentimeter for virtual events, or sticky notes, easel paper, and markers for in-person events)

**→ Here is a template of the** [PACE Jamboard](https://jamboard.google.com/d/1Sn6vhD4x1LoLbUDVPamECAhmQ6UmiIoDnwgPxjutoyI/viewer?f=0) **used for this session.**

**Session Roles for Facilitators:**

**→ Update and assign roles based on your final session agenda and format.**

|  |  |
| --- | --- |
| **ROLE** | **ASSIGNED TEAM MEMBER** |
| Master of Ceremonies (MC) |  |
| Additional Facilitators / Breakout Group Facilitators |  |
| Presenters |  |
| Chat Monitor |  |
| Time Keeper |  |
| Vibe Checker (keeps tabs on group agreements and energy levels) |  |
| Music |  |
| Technology Lead - Recording and Breakout Groups |  |
| Notetaker(s) |  |

### FACILITATOR AGENDA

#### Convene (10 minutes)

**Welcome (5 minutes)**

* Set a welcoming tone with music and greetings.
* Share ‘as you arrive’ prompt verbally and in chat.
* Share some words of welcome.

**Housekeeping (5 minutes)**

* Review group agreements and reminders.
  + *Reminders of group agreements and Zoom etiquette, self-care, etc.*
* Objective Share
  + *Where we’re at in the VAST process: Previously, we looked at your community vision and values and made our compost/compose altars, which we’ll take a quick grounding look at in a bit. We started to talk about intersectionality and how different systems interface. Today, we will talk about people, institutional cultures, how those shape interpersonal dynamics, how power is shared, and who has what knowledge and resources. We’ve started the big picture; we’re getting more into the weeds now. Analyze and dissect what’s going on.*
* Provide a brief overview of the session agenda.

#### Connection (10 minutes)

**Land Acknowledgement**

* Invite one participant to provide a land acknowledgement.
  + *Participant shares their location, the people who stewarded it prior to colonization, their current struggles, and one earth-based practice they used/use.*

**→ Rather than asking participants to provide a brief land acknowledgment as part of their introduction, we instead invited one participant to give an extended land acknowledgment for each full cohort session.**

#### Compost/Compose (10 minutes)

**Review Activity from Previous Session**

* *Here are the two altars we made last time. Take a minute to present the people, the stories, the hurts, and the hopes. If you would like to change or add anything, please do.*

#### Capacity: Community-Driven Climate Resilience Planning and Spectrum of Community Engagement to Ownership (50 minutes)

**Presentation and Q&A**

* Share screen to present.

**→ Here is a** [sample presentation](https://drive.google.com/file/d/1xAIgXUga3Zzgub6JLLiGneu9RkguI4Bf/view?usp=sharing) **from the Movement Strategy Center.**

* Facilitate Q&A with participants.

#### Capacity: Spectrum of Engagement (25 minutes)

|  |
| --- |
| ACTIVITY: SPECTRUM OF ENGAGEMENT |
| **Small Group Discussions**   * Break people into groups of 3-4 groups with small a facilitator, notetaker/reporter and timekeeper assigned in each group. Use the following questions as discussion topics. * Look at Movement Strategy Center’s [Spectrum of Community Engagement to Ownership](https://movementstrategy.org/wp-content/uploads/2021/08/The-Spectrum-of-Community-Engagement-to-Ownership.pdf) for additional information.   + *Where do you see your work on the spectrum? Why?*   + *What are some of the ways you’ve moved up the spectrum? What are some ways you could move up further?*   + *Where do you see your partners and local governments on the spectrum? Why?*      - *Examples:*     - *Community members and leaders*     - *Community-based organizations*     - *Larger nonprofit organizations*     - *Local governing bodies (city, tribal, county,...)*     - *State governing bodies*   + *What are some ways you would like to see them move up further?*   **Regroup**   * Come back and share highlights from groups in chat, then invite full group discussion depending on time. |

#### Transition Energizer/Focuser (2 minutes)

**Stretch Break**

* Lead a group stretch break.
  + *Neck to shoulder stretch*
  + *Stand up and shake it off*
  + *Coconut stretch (spell the word with arms, stretching to left then to right for the Cs, Os out front, N hang down, U above head, T outstretched to sides)*

#### Close (13 minutes)

**Summary and HomeFun (10 minutes)**

* Quickly go over a summary of the session using the slides.
  + *Share roadmap slide*
  + *Spectrum and Community-driven Resilience Planning and Collaboration (*[Documents in the PACE library](https://partnersadvancingclimateequity.org/resource-library/)*)*
* Review HomeFun (assignment to be done before next session or in learning groups).
  + *Finish the vision boards. Think about goals and destinations as a layer, then add the layer of experience, the journey of getting there, things like trust, shared power, and creativity. Tap into the emotions and values you want to see in your community as you collectively work towards goals.*
* Ask for volunteers for the next session.
  + *Role 1 (check-in):*
  + *Role 2 (check-out):*
  + *Role 3:*
* Announcements and updates.

**Check Out (3 minutes)**

* Share check out prompt in Chat, Mentimeter, Google Jamboard sticky notes, or go around the Zoom Room.
  + *Facilitator’s choice.*

## VISION II LEARNING GROUP SESSION

### KEY SESSION INFORMATION

**Key Theme/Topic:** Barriers to Partnerships

**Estimated Time Needed:** 1 hour

**Materials Needed:**

* Presentation Slides (e.g., PowerPoint or Google Slides)

**→ Here is a** [template slide deck from PACE](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_0_716) **you can copy, modify, and use!**

* Group Agreements

**→ Here are the** [PACE Group Agreements](https://docs.google.com/drawings/d/1ux7mChnEne7-9yD5EZjTQ7xmqIeWOi__XSqGbIchgMw/edit?usp=sharing) **as an example.**

* Interaction Tools (e.g., Jamboard or Mentimeter for virtual events; or sticky notes, easel paper, and markers for in-person events)

**→ Here is the** [Worksheet](https://docs.google.com/document/d/1-vCgfceDLhGd4Jk8ZtWhIV_Fy6WznkSfSxbN0oqAExU/edit?usp=sharing) **template used during this session.**

**Session Roles for Facilitators:**

**→ Update and assign roles based on your final session agenda and format.**

| **ROLE** | **ASSIGNED TEAM MEMBER** |
| --- | --- |
| Facilitator(s) |  |
| Notetaker(s) |  |
| Jamboard Lead |  |

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### FACILITATOR AGENDA

#### Convene (5 minutes)

**Group Grounding (3 minutes)**

* Reiterate (Group) agreements.

**Feedback From Last Session (2 minutes)**

* Solicit feedback from participants.

**→ Check out the feedback table used by the PACE Team in the Launch Learning Group Session (p.12).**

#### Capacity: Barriers to Partnership and Relationship Mapping (50 minutes)

|  |
| --- |
| ACTIVITY: BARRIERS TO PARTNERSHIP AND RELATIONSHIP MAPPING |
| **Introduction**   * Introduce Barriers to Partnership and Relationship Mapping Activity.   + *We’re going to do two exercises in breakout rooms now -- one about barriers to partnership and one on relationship mapping.*   **Barriers to Partnership (40 minutes)**   * Instructions   **→ Here is a** [template Worksheet from PACE](https://docs.google.com/document/d/1-vCgfceDLhGd4Jk8ZtWhIV_Fy6WznkSfSxbN0oqAExU/edit?usp=sharing) **you can copy, modify, and use!**   * + *To piggyback on the Spectrum of Engagement, today we are going to discuss barriers to partnerships. These could be between CBOs, between grassroots and grasstops, or a collaborative made up of different types of groups. Click on the link in the chat to open the worksheet you will be working on together.* * Put people in 2 rooms for 40 minutes. Room 1 works on its assigned barriers. Room 2 works on its assigned barriers. Broadcast after 20 minutes to transition to the Capacity section.   **Relationship Mapping (10 minutes)**   * See if anyone has done one. If yes, invite them to share how they’ve used it. * Go over the basic taxonomy of a relationship map and examples in the[slides](https://docs.google.com/presentation/d/108ILsjaraY9K4HHCjU9VOdNhlMb6yek0gQ8u4K3tzGQ/edit#slide=id.g111639a1128_0_773)*.* Focus on the following points about the purpose and application of maps:   + *Who holds the knowledge of connections and what happens when they leave because of gentrification, life changes, and passing. Mapping social connections creates institutional memory that’s easily shareable and transferable.*   + *Mapping can highlight issues like a crowded CBO space that leads to Turf Wars.*   + *Invisible but powerful players like funders and corporations might come into clear view.*   + *Collective awareness of opportunities and trip-ups.*   + *It’s best used as an iterative discussion tool with colleagues and community members that builds collective intelligence muscles. Revisiting regularly alongside strategy planning helps.*   + *A tangible output that can lead to a sense of accomplishment for a group in the early stages of formation.* * Spend 10 minutes to work on a rough draft (using paper and pens/markers). * Play some tunes. |

#### Close (5 minutes)

**Check Out**

* Facilitator’s choice (e.g., closing question in chat or breathing exercise).