

Transition Streets Facilitators guide for session 1



What do we want to achieve and why?

Key aims:

1. To put people at ease so they can confidently take Transition Streets (TS) forward as a group.
2. To support the group in giving themselves permission to share their habits and explore issues deeply honestly and openly.

Facilitator Tips:

Take 2 minutes before you start to ask yourself 'what do I want to achieve in this session and why?'

People tend to be hungry to know details. Seek to satisfy this ASAP but without plunging into nitty gritty detail before warming the group up. Give people a basic understanding of the program right away but allow them to trust that the detail will follow later. Drop in details of the Transition Streets project at three points during this first session, increasing the amount of info each time:

1. Introductions: Brief, right at the beginning
2. Establishing common understanding of Transition and Transition Streets: It's important that participants have an idea of what they are likely to be doing and the commitment required before discussing objectives and committing to group agreements
3. How it Works: Giving detail of structure and content of workbook

In Transition Town Totnes, they found that Transition Streets participants were keen to learn about the Transition movement. The TS facilitators were initially wary about promoting Transition too early on but found that it was worth giving space for this in the first meeting if the participants are interested.

Start by asking how familiar participants are with Transition. If you're part of a Transition group, you could share *briefly* about your group's activities. If you're not part of a Transition group, you could tell people to visit www.transitionus.org to learn more about the Transition movement here in the US.

Introductions: Even if it seems like everyone knows each other, make no assumptions. Do round of intros anyway.

Warm Up: Spending time warming the group up first makes brainstorming objectives more productive and running through the handbook less dry. Some groups already know each other well and may need less time warming up.

The confines of a living room often mean breaking rules about good workshop practice. For example, breaking into sub groups and moving around doesn't work too well. If people feel they are back at work or school; they may resist engaging.

To bring:

- Your own TS workbook
- Flip chart, pen & at least 3 pages:
 - o 1 titled 'what am I / are we doing here?'
 - o 1 'ways we work';
 - o 1 blank
- Local Transition Initiative materials (if applicable)

Transition Streets
Facilitators guide for session 1



Please note – all timings are suggestions only. Change them as needed to best fit your group.

<p>Gather, welcome!</p>	<p>10 min</p>
<p>My name is _____</p> <p>My goal for tonight is to orient our group to the Transitions Streets project. We'll take some time getting to know each other, go over Transition Streets, fill out our pre-project evaluation forms, share our goals for this group, and decide on next steps for upcoming sessions.</p> <p>We have scheduled 2 hours for this meeting. Does that work for all of you?</p> <p><i>Think in advance how you might manage people who need to leave early – what essentials need to be covered?</i></p> <p><i>E.g.: they can make a plan to catch up on the content they miss from another person before the next meeting.</i></p>	<p>30 min</p>
<p>The way I'd like to start is...</p> <p>Ask: 'How many know each other?' (show of hands)</p> <p>Begin Intro round:</p> <ol style="list-style-type: none"> 1. Name 2. Description / of house, street, household (how many live there, where on street is it...) 3. One thing you really love about living 'here' is... (Each participant can interpret this as they like – house, street, neighborhood, town, country, earth?!) <p><i>Note people's names:</i></p> <p>Ask: 'Did anything surprising come out of the intro round? Anyone notice any similarities? Things some of us have in common?'</p> <p><i>(Other reasons for doing this warm up - not to be expressed to group - are that it loosens people up and gets them comfortable talking and opening up in the group. This is wise investment of time. It helps get more productive output from aims and objectives session, and sees that session going through practical handbook will not be too dry. Therefore, make this light and fun but acknowledge serious points being expressed.)</i></p>	
<p>Establish common understanding of Transition Streets, and your Transition Initiative (if you have one) in general terms.</p> <p>Ask: 'How much do you feel you know about Transition?' – consider using the thumb monitor: thumbs up for very well / thumbs down for not at all / thumbs midway for somewhat.</p>	<p>10 min</p>

Transition Streets
Facilitators guide for session 1



<p>If some of the participants are involved in a Transition effort, ask them what it is about Transition that really speaks to them?</p> <p><i>No need to pitch Transition. Let it come from the group. Brainstorm & acknowledge points made, pick out 2 or 3 that really resonate – bring it back to community and quality of life. With some groups you can justify taking a lot longer in this section.</i></p> <p><i>If you have materials from local Transition Group or Transition materials (Transition Handbook, Power of Just Doing Stuff, In Transition 2.0 video, etc.), you may want to share them here as resources that people can borrow or access after the meeting.</i></p> <p>Ask: ‘How much do you feel you know about Transition Streets program?’ – thumb monitor</p> <p><i>Transition Initiative’s activities often focus on community/town/city scale. Transition Streets focuses on communities on a neighborhood or street scale. Transition Streets was founded in the UK and has been proven to unlock a lot of collective wisdom and energy.</i></p> <p>Goals of Transition Streets</p> <p>Participants of Transition Streets:</p> <ul style="list-style-type: none"> • SAVE MONEY - Households cut their bills by an average of \$900/year. • REDUCE household carbon emissions by an average of 1.3 tons! • BUILD COMMUNITY - Neighbors form a rich social bond that goes well beyond the project. <p>The Transition Streets curriculum includes:</p> <ul style="list-style-type: none"> • 7 sessions including this one - <i>commitment</i> • 5 themes; energy, water, food, waste transport. - <i>structure</i> • Practical tips for you to do with as you will - <i>freedom</i> <p>More detail to come later.</p>	
<p>Evaluation forms</p> <p>On your own, and in your own time</p> <p><i>Say to participants: ‘Let’s take 10 mins to quickly fill out these evaluation forms. Don’t labor over them and don’t worry about them being exactly right. (Allow 15 mins if needed)</i></p> <p>Give encouragement: Don’t get stuck; just move on</p> <p><i>Good place for a bathroom break for those who finish quickly!</i></p> <p><i>Emphasize how important it is to gather this data at the beginning so they can see how much energy and money they’ll save by participating in the project.</i></p> <p><i>As well as gathering data, this activity focuses people onto why they are here and what they are going to do together. This also sets them in the right frame of mind for next activity.</i></p>	<p>15 min</p>

Transition Streets
Facilitators guide for session 1



<p>Personal aims and objectives</p> <p>Ask: ‘What are we (if members of the same household) / what am I doing here?’ Flip chart with title already written</p> <p>Go around & then go into brainstorm</p> <p><i>Use this as an opportunity to shift tempo and style of dialogue. You have been going for an hour now, so some variety is required to keep attention, especially if holding this in the evening, which is usually the case. At a training event you would have a break, energizer exercise, or be doing a different type of activity. In this type of session, that doesn’t work as well, so just beware and keep up your own energy and enthusiasm.</i></p> <p>Write down (or have a notetaker write down) on flip chart what people say as much as possible – don’t worry about paraphrasing, sense or grammar – just capture what people say. Be sure to record less tangible objectives and honor all voice(s) in the room.</p> <p>From what is written on the flip chart pull out those phrases that can start to form your group objectives. Bring these to future meetings to add to & amend as you go.</p> <p>Review regularly, especially towards end of program.</p>	<p>18 min</p>
<p>Ways we work</p> <p><i>On a flip chart have the following already written with more space at the end of the page to invite other ideas from the participants. These characteristics can constitute the Group Agreements and can be amended as you go.</i></p> <ul style="list-style-type: none"> • Commitment • Confidentiality • Punctuality • Respect • Support • Any others? <p><i>If nothing comes from group, consider adding ‘fun’ to the end</i></p>	<p>3 min</p>
<p>Group contract</p> <p>Objectives + ways we work = group contract</p> <p>We are now nearly a team</p> <p>Look at the Transition Streets Curriculum intro page</p> <p>Name the group</p> <p>Put that on a flip chart page</p> <p>We are now a Transition Streets team</p>	<p>2 min</p>

Transition Streets
Facilitators guide for session 1



You might not always get a name from your group. Don't get stuck on that. If it is taking longer than two minutes, move on; you can figure that out at a future meeting.

<p>How it works</p> <p>The curriculum is designed to be self-guided</p> <p>Refer back to Aims & Objectives. The curriculum workbook is a prop to help you meet your aims and objectives.</p> <p>It is a guide with ideas, but it is not meant to be prescriptive.</p> <p>Honor your own ideas, and the knowledge and enthusiasm of the group</p> <p>‘Let it go where it wants to go’</p>	<p>3 min</p>
<p>Getting familiar with curriculum workbook</p> <p>Go through Chapter 1. Getting started</p> <p>How it works</p> <ul style="list-style-type: none"> • 7 sessions • 2 hours, every two weeks (suggested) • Take turns to host and facilitate (suggested) • Keep good time <p>Group schedule</p> <p>Agree on time and date for the rest of the sessions and calendar those in</p> <p>Group contacts</p> <p>Go around & share contacts</p> <p><i>This can take ages – don’t let it! Does the Coordinator already have contact details?</i></p> <p>Future Sessions</p> <p>Suggested structure for session. See recommended agenda in Section 1.8</p> <p>Structure vs flexibility, stay as balanced as possible</p> <p>Skim together through Chapter 2. Energy</p> <p>Get an idea of structure and format.</p> <p>Point out four results of actions – cost, \$ savings, effort, CO2 savings</p>	<p>20 min</p>

Transition Streets
Facilitators guide for session 1



<p>Check in with group – are we on the right track?</p> <p>Still happy to be here?</p> <p>Confidence levels?</p> <p>Thumb monitor</p> <p>Ready to go?</p>	<p>1 min</p>
<p>Close</p> <p>Reconfirm next meeting</p> <p>Thank you and good luck!</p>	<p>3 min</p>

Three basic principles for effective facilitation:

1. A facilitator is a guide to help people move through a process together, not the seat of all wisdom and knowledge. That means a facilitator isn't there to give opinions, but to draw out opinions and ideas of the group members.
2. Facilitation focuses on how people participate in the process of learning or planning, not just on what gets achieved.
3. A facilitator is neutral and tries not to take sides.

Other Tips:

- Do a short ice breaker at beginning of each meeting
- Be relaxed!
- Try to draw everyone into the conversation. Give everyone a chance to speak.
- Communicate about the next meeting during the current session
- Handle difficult situations with grace and dignity (Not everyone is on the “same page” about actions and solutions)