



Action planning activities

Deciding what to do

This is a group decision-making activity (30-35 minutes)

What is it for: You might have lots of ideas for climate action from energy use through to sustainable transport or waste reduction. This activity will help you decide what will work in your school.

What you will achieve by the end: Your group will have agreed what you want to do

What you will need: paper and pens

1. Ideas (5 minutes) Work as a group or sub-group to come up with ideas for what you could do in school or in your local community (see [here](#) for other schools' ideas).

2. Key messages (6-8 minutes) Divide into pairs. Each pair devises key messages for one of the ideas and writes them in brief on a sheet of paper. Key messages should say:

- why our issue is important
- what we want to do about it
- who we are hoping to influence
- what we hope to see happen as a result of our efforts

3. Persuading your audience (8-10 minutes) Each pair takes 2 minutes to convey your messages to the others in the room. You could ask the 'audience' to take on specific roles as they listen to your presentation, eg pupils, Headteacher, teachers, catering staff etc.

4. Voting (30 seconds!) Gather immediate feedback at the end of each presentation to find out whether the others think it would inspire action!

- Hands in the air – Fantastic
- Scratching chin – not sure
- Thumbs down – no good

5. Deciding what will work best (5 minutes) Group agrees which idea / ideas to take on, based on the immediate feedback.

One suggested follow up activity:

6. Testing your idea Present your key message to people from your actual target audience to find out what they think.



Action planning activities

Making things happen

This is a group planning activity (35 - 45 minutes)

What is it for: This activity will help you to plan what action to take on your sustainability ideas in your school or community.

What you will achieve by the end: your group will have agreed the steps to take to make your idea happen and who needs to do what

What you will need: paper and pens, post-it notes, action planner sheet (overleaf)

1. Decide what needs to be done (4 minutes) Work in pairs to start with to think about all the actions or steps you'll need to do to make your group's idea happen. Write each of the separate steps ideas on an individual post-it note. Depending on what you're doing, steps might be things like: 'Develop some questions'; 'Talk to our head-teacher', 'Find out how much (eg food, paper) we currently use per month'; 'Make a presentation'.

2. Plan what should happen when (6-8 minutes) Pairs feed back all the different ideas to the whole group for agreement. Arrange the post-its in order and re-arrange until you are all happy with the logic of what you need to do. Wherever you can, say when each step will start and end.

3. Agree who will work on each step (6-8 minutes) Ask for volunteers to work on the individual steps until they are all covered. You might want to choose someone to lead and others to help make each one happen.

4. Work out what else you need (8-10 minutes) Use a mind map with your climate action in the middle and then write in everything you might need to make your idea happen:

- People – who can help with the steps we need to take?
- Resources – what things do we need?
- Any costs – will any of the steps need money?

5. Action planner (6-8 minutes) Double-check you haven't forgotten anything then fill in the action planner sheet to make sure you have a record of all your planning. *Copy the sheet if you have lots of different ideas for climate action.*

Whatever action you take, remember to send us photographs (please make sure you have permission) and tweet updates to **@ClimateVoicesUK**

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Follow us on twitter **@ClimateVoicesUK** 

CLIMATE ACTION PLANNER

Our climate action	Steps	Lead person / others	Start date	End date
	1.			
	2.			
Who / what will help us	3.			
People:	4.			
	5.			
Resources:	6.			
	7.			
Any costs:	8.			
	9.			