



THE ART OF FACILITATING URBAN STRATEGIC PLANNING WORKSHOPS



MINI MASTER CLASS: 10th–11th MARCH 2016
DURBAN, SOUTH AFRICA

1. Introduction

This mini Master Class is a follow on from the three day (7-9 March 2016) Master Class on Urban Strategic Planning where participants were introduced to various concepts, methodologies and content on Urban Strategic Planning. The Art of Facilitating Urban Strategic Planning Workshops Mini Master Class will introduce participants to hands-on practical tools. These tools will enable them to practically implement the concepts and methodologies from the Urban Strategic Planning Master Class. Participants will be capacitated to facilitate their own urban strategic planning workshops back in their municipalities.

2. Proposed Outcomes

At the end of the mini Master class, it is hoped that all participants will:

- 1 Have a sound understanding of the key components of city/ town development strategies (including unpacking their city/ town's Key Development Challenges, Visions and Purpose Statements, Formulating Detailed Road Maps (goals, strategies, timeframes, budgets, responsibilities, etc.) {Module 1 & 2}
- 2 Be capacitated with an understanding of, and equipped with a set of tools that can be employed to improve the stakeholder engagement process {Module 3}
- 3 Be empowered to conduct their own facilitation in their respective municipalities {Module 0 & 4}

More information on MILE and the Facilitating Team

Municipal Institute of Learning (MILE): eThekweni Municipality established the Municipal Institute of Learning to support African municipalities with capacity and knowledge in order to be effective in the delivery of local government's old and new core competencies.

Your Facilitation Team:-

Genevieve Hartley: MILE Programme Manager: Municipal Technical Support (Lead Facilitator)

Sogen Moodley: Senior Manager: MILE

Day One : Thursday 10 March 2016

08:00 – 08:30	Registration and Tea
08:30 – 10:00	<p style="text-align: center;">MODULE 0 : GETTING STARTED (Ms Genevieve Hartley)</p> <p>Module 0A : Welcome Address: Opening Prayer</p> <p>Module 0B : Introduction of participants and facilitators</p> <p>Module 0C : Purpose of the Workshop</p> <ul style="list-style-type: none"> • Refresher course on the content of urban strategic planning • Capacitating planners on improving the stakeholder engagement process • Empowering planners to conduct their own facilitation <p>Module 0D : Ground Rules</p> <p>Module 0E : Determining Expectations</p> <p>Module 0F : MILE’S Entry Point</p> <p>Module 0G: The eThekweni Story – setting the scene</p>
10:00 – 10.30	Tea
10:30 – 12:30	<p style="text-align: center;">MODULE 1 : COMPONENTS OF A GOOD CITY/ TOWN DEVELOPMENT STRATEGY (Mr Sogen Moodley)</p> <p>Participants are exposed to what the essential elements of a city/ TDS are, and are equipped to develop the same</p>
12:30 – 13:30	Lunch
13:30 - 16:00	<p style="text-align: center;">MODULE 2 : DEVELOPING A STRATEGIC FRAMEWORK (Mr Sogen Moodley)</p> <p>Module 2A : Defining Municipal Challenges</p> <p>Participants are able to articulate a set of KEY CHALLENGES that they are faced with in their municipality through use of case studies and group work</p> <p>Module 2B : Crafting Effective Visions and Purpose Statements</p> <ul style="list-style-type: none"> • Participants understand the essence of DEVELOPMENTAL LOCAL GOVERNMENT • Participants are able to understand who their CUSTOMERS are • Participants are able to identify what makes a good Vision and Mission / Purpose Statement <p>Module 2C : Developing a Strategic Roadmap / Action Plan</p> <ul style="list-style-type: none"> • Participants are able to differentiate between INTERNAL and EXTERNAL challenges, and the roles that the municipality can play in addressing these challenges • Participants are able to PRIORITISE challenges in order of strategic importance • Participants are able to articulate a set of STRATEGIC GOALS for their municipality and develop templates with detailed STRATEGIES, TIMEFRAMES, BUDGETS AND RESPONSIBILITIES
16:00	Wrap up

Day Two : Friday 11 March 2016

08:30 – 08:40	Check In (Ms Genevieve Hartley) Learning Circle: Reflections from Day One (Ms Genevieve Hartley)
08:40 – 10:30	<p style="text-align: center;">MODULE 3 : STAKEHOLDER ENGAGEMENT</p> <p style="text-align: center;">(Mr Sogen Moodley)</p> <p>Module 3A : Sharing Participatory Processes to Date Participants share their participatory processes including challenges, successes, failures</p> <p>Module 3B : Unpacking Participation</p> <ul style="list-style-type: none"> • Participants contribute in an interactive discussion on the nature and need for participation • Participants highlight the current methodologies used for participation and discuss opportunities for further public participation <p>Module 3C : Making Stakeholder Participation Happen An interactive session</p>
10:30 – 11:00	Tea
11:00 – 13:30	<p style="text-align: center;">MODULE 4 : IMPROVING MUNICIPAL FACILITATION SKILLS</p> <p style="text-align: center;">(Ms Genevieve Hartley)</p> <p>Module 4A : Unpacking Facilitation</p> <ul style="list-style-type: none"> • Participants explore and share some of the facilitation skills and methodologies that they have found to be successful and those that have had an undesirable effect • Participants look at the importance of having a facilitation plan <p>Module 4B : Facilitation Role Play</p> <ul style="list-style-type: none"> • Participants have an opportunity to practical learning by role playing a workshop scenario • Participants are able to provide feedback on what worked well and what didn't work on the role play
13:30-13:45	Municipal Technical Support (Ms Genevieve Hartley)
13:45-13:55	Evaluation of the Two Day Mini Master Class (Ms Genevieve Hartley)
13:55-14:00	Closure (Mr Sogen Moodley)
14:00 – 14:45	Lunch
14:45	Departure