



SUSTAINABLE DEVELOPMENT GOALS ACT

# Do-It-Yourself Workshop Facilitation Kit

# Getting Started

The following Do-It-Yourself Workshop Kit is designed to help you and the workshop participants share ideas on new goals under the Sustainable Development Goals Act (SDGA) and to shape Nova Scotia's new Climate Change Plan for Clean Growth.

This DIY workshop is one of several ways you can participate in the public engagement process. Please visit [www.CleanFuture.ca](http://www.CleanFuture.ca) for more information.

The following pages describe how to use this kit. Please read the document fully before starting your workshop.

If you and/or your community or organization work with low-income Nova Scotians or people who identify as Indigenous, African Nova Scotian, newcomer to Canada, living with a disability, youth, or 2SLGBTQIA+, there is financial support available to help you host a workshop. Please fill out this form at [www.CleanFuture.ca](http://www.CleanFuture.ca) and the Department of Environment and Climate Change will be in touch.

If you have any questions, please email [info@CleanFuture.ca](mailto:info@CleanFuture.ca) or call **1-877-616-2247**.

*Thank you for engaging on this important topic.*

*We look forward to reading your submission  
and sharing your results with the  
Department of Environment and Climate Change.*

© Crown copyright, Province of Nova Scotia, 2021

**Sustainable Development Goals Act  
Do-It-Yourself Workshop Facilitation Kit**

Department of Environment and Climate Change  
May 2021

ISBN: 978-1-77448-195-0

## What's included in this DIY Workshop Kit?

- 1) **A Facilitation Guide**; (pages 4–9); and
- 2) **Workshop Materials** (pages 12–14) that will help you host a fun and interactive experience for participants.

## What is the purpose of this DIY Workshop Kit?

This kit has been developed for groups interested in hosting their own workshop to help shape new goals and actions under the Sustainable Goals Development Act and Climate Change Plan for Clean Growth.

The workshop is best suited for groups of 10 to 30 people and can be facilitated through digital platforms, like **Zoom**, **Skype**, or **Google Hangouts**. In-person gatherings are not advised due to public health guidelines for the COVID-19 pandemic.

The ideas, goals, and suggested actions generated from this exercise will be shared with Nova Scotia Environment and Climate Change and considered in the development of the Sustainable Development Goals Act goals and the Climate Change Plan for Clean Growth. All submissions are a valuable part of the overall public engagement process and will be summarized in a “What We Heard” report.

## Where should I hold the workshop?

A virtual meeting – using tools like **Zoom**, **Skype**, or **Google Hangouts** – can be a safe and accessible option for your organization or community group.

## How long will the workshop take?

This workshop is designed to take about 60 to 75 minutes. The agenda for the workshop will look something like this:

	Activity	Time
1	Introductions + Background	10 minutes
2	Discussion	Approx. 45–60 minutes
3	Reflection	5–15 minutes
4	Prepare feedback for Clean Foundation	5 minutes

*Feel free to adjust activities and time as you see fit –  
this is **your** workshop!*

## How will the information that I send you from the workshop be used?

The province of Nova Scotia wants your ideas on new goals under the Sustainable Development Goals Act and the Climate Change Plan for Clean Growth. This is an opportunity to share ideas that will help create a clean and equitable future for Nova Scotia.

Your feedback will be received by Clean Foundation, a third-party contractor that the province has hired to collect and summarize all submissions. Clean Foundation will share all feedback with the province and summarize the findings in a "What We Heard" report. Nova Scotia Environment and Climate Change will use your ideas as it develops the Climate Change Plan for Clean Growth, as well as additional goals under the Sustainable Development Goals Act.

Once your workshop is complete, please make sure to submit your findings to Clean Foundation. This could be the **handwritten or typed** handouts from this package, or however you choose to capture the feedback. The package can be sent by email or mailed to the office.

### **By email:**

info@CleanFuture.ca

### **By mail:**

Clean Foundation  
Attn: Engagement Coordinator  
126 Portland Street  
Dartmouth, NS  
B2Y 1H8

# Facilitation Guide

The checklist below has been developed to help you prepare, facilitate, and share results from your workshop:

- Find an online platform for your workshop** – Choose an online platform that is accessible to participants, like **Zoom**, **Skype**, or **Google Hangouts**.
  
- Invite people to the workshop** – Make sure you let them know the date, the start and end time of the workshop, and a link to join. Assure them that they do not need to be an expert in the environment, sustainability or climate change. We want to hear from as many Nova Scotians as possible.
  
- Prepare your materials:**
  - Send participants links or print copies of the handouts (in this guide and found at [www.CleanFuture.ca](http://www.CleanFuture.ca)) ahead of time:
    - Handout #1: Discussion and Idea Bank (one per participant, for each focus area)
    - Handout #2: Final Thoughts and Reflections (one per participant)
    - Handout #3: DIY Workshop Kit Feedback Form (optional)
  - Tips for virtual meetings:
    - Consider a one page “How To” guide with “Troubleshooting Tips” for the digital platform you have chosen (optional)
    - If using a digital whiteboard through the meeting platform, provide an explanation of how to use it (optional)
  
- Collecting Ideas:**
  - Make sure each participant has a copy of Handouts #1 and #2 prior to starting the workshop
  - Ask all participants to take notes in their virtual handouts, save them, and then send them to you after the workshop. You can also use digital collaboration tools such as whiteboard apps for **Zoom** and **Google Jamboard** if you prefer to collect ideas in one place.

## Your role as the Facilitator

1. Prior to your online workshop send links, found at [www.CleanFuture.ca](http://www.CleanFuture.ca), for the following to all participants:
  - Handout #1: Discussion and Idea Bank
  - Handout #2: Final Thoughts and Reflections
  - Handout #3: DIY Workshop Kit Feedback Form (optional)
  - Sustainable Development Goals Act discussion document (optional)
  - Climate Change for Clean Growth discussion document (optional)
2. Complete the DIY Workshop Participation Details Form for your workshop (this will be submitted to Clean Foundation).
3. Introduce the purpose and context of the workshop and each focus area being discussed.
4. Ensure that participants record and save their ideas for each discussion on each focus area in Handout #1.
5. Ask participants to complete Handout #2 during the closing reflections and save it.
6. Optional: At the end of the workshop, ask participants to complete Handout #3 and provide feedback on the DIY Kit and process.
7. Ask participants to email you their completed handouts. You will be submitting them all to Clean Foundation.

As the host for your DIY workshop, your main role is to manage the process, **not** the content. Here are a few tips to help you as you prepare for an engaging, enlightening, and productive workshop:

- Create a welcoming atmosphere** – Thank everyone for coming, introduce yourself if the group doesn't know you, and generally try to keep the mood open and inviting.
- Set the stage for the workshop** – Clearly explain the purpose of the workshop. See **Starting the Workshop** (page 7) for guidance.
- Listen** – Listen to what participants have to say. This is their opportunity to voice their opinions to help shape the future of sustainable development in Nova Scotia.
- Emphasize that there are no “right” or “wrong” answers** – Everyone will have a slightly different perspective on such a complex topic as the environment and climate change. It is important to emphasize that everyone's voice counts, and that every answer is valued.

- Reflect the mood you want to see** – Be positive, open-minded, and respectful. This is your opportunity to contribute to Nova Scotia's clean future.
- Record ideas** – Ask participants to record their own ideas on handouts #1 and #2. They can be shared electronically with participants before the workshop from [www.CleanFuture.ca](http://www.CleanFuture.ca). Participants can send their completed forms to the host to submit to Clean Foundation.
- Submitting results** – When submitting results from your workshop please:
  - Fill in and submit the **DIY Workshop Participation Details** form (page 11)
  - Submit all completed handouts, notes and feedback to Clean Foundation
- Be inspired!**

# Starting the Workshop

Start the workshop by welcoming everyone and filling in the **DIY Workshop Participation Details Form** (page 11).

Dive into the workshop by discussing the purpose of it with your participants:

Workshop Purpose: The province is engaging communities to gather input on new provincial sustainability goals, as part of the Sustainable Development Goals Act, and is seeking ideas for the new Climate Change Plan for Clean Growth. Ultimately, Nova Scotians will be working together to create a clean and equitable future.

Next, check in with your participants to see how familiar they are with the Sustainable Development Goals Act and the Climate Change Plan for Clean Growth. While they do not need to be experts, understanding the context is helpful. Take a few minutes to go over the basics – links to discussion documents can be found at [www.CleanFuture.ca](http://www.CleanFuture.ca). Alternatively, you may use the introduction below as a brief backgrounder to set the context.

In October 2019, the Government of Nova Scotia passed the new Sustainable Development Goals Act. The Act sets ambitious new goals to fight climate change. It commits to a new Climate Change Plan for Clean Growth and creates the framework to set additional goals that advance Nova Scotia's economic, social, and environmental well-being.

Within the Act, there are six broad categories:

1. leadership in sustainable prosperity;
2. reducing greenhouse gas emissions;
3. adaptation to the impacts of climate change;
4. creation of conditions supporting a circular economy;
5. creation of conditions supporting an inclusive economy; and
6. conservation and sustainable use of natural assets and support for biodiversity.

Now the government wants to hear your ideas for new goals under the Sustainable Development Goals Act and the Climate Change Plan for Clean Growth. This is an opportunity to help create a clean and equitable future for Nova Scotia.

Finally, explain the process of this workshop to your participants. We've provided a template agenda (page 4) that you may want to use, or you can create your own.

***You are now ready to start the discussion!***



# Discussion

There are six focus areas described in the Sustainable Development Goals Act. You may choose to have up to six rounds of discussion on separate focus areas, one round of discussion on a focus area most pertinent to your group, or any variation in between. As the facilitator, you can decide in advance to host a workshop that focuses on as many or as few of the six focus areas.

Alternatively, you may decide to make a collective decision with workshop participants at the start of the workshop about how many and which focus areas you'd like to discuss. This is your workshop, so do what's best for you! All feedback is valuable and appreciated!

## Topics

- (1) leadership in sustainable prosperity;
- (2) reducing greenhouse gas emissions;
- (3) adaptation to the impacts of climate change;
- (4) creation of conditions supporting a circular economy;
- (5) creation of conditions supporting an inclusive economy; and
- (6) conservation and sustainable use of natural assets and support for biodiversity.

## Suggested Time

If you are choosing to discuss all six focus areas, conversations should last approximately 10 minutes per issue if following the suggested agenda. You may choose to make this time longer or shorter as best fits the needs of your group.

## Discussion Instructions

**Begin by introducing the focus area you will be discussing.** There are discussion documents on both the Sustainable Development Goals Act and the Climate Change Plan for Clean Growth. You can find these at [www.CleanFuture.ca](http://www.CleanFuture.ca). Depending on what you think will work best, you can provide an introduction of the focus area based on the information found in these documents, or you can share the documents directly with workshop participants in advance.

**Next, start the discussion process by asking participants to consider the following questions and record their thoughts on Handout #1:**

- 1) What does success look like for this focus area?**
- 2) What can we do to encourage change?**

Allow time for participants to write down their responses. Encourage them to use descriptive words and include as much detail as they can, as Clean Foundation will not have taken part in the discussion.

**Afterward, ask each participant to briefly share their ideas with the group**, if they are comfortable. As the facilitator, take note of what is similar and what is different. These observations can be useful in encouraging further conversation and sparking ideas. Have participants share ideas for each focus area you will be discussing during your workshop. Facilitators are welcome to take notes and submit them as part of their workshop results to Clean Foundation.

**Repeat this for each focus area you decided to discuss.**

# Final Thoughts and Reflections

A great way to close the workshop is to provide a few moments for each person to fill in Handout #2: Final Thoughts and Reflections. If participants are comfortable, ask them to choose one thing they wrote down on their handout and share it with the group. These final reflections are often very powerful, so be sure to leave enough time for them.

## Feedback

If you choose to do so, you can now ask participants to complete Handout #3: DIY Workshop Kit Feedback Form.

## Wrap-Up

Ask participants to send you their completed handouts because you will be submitting them to Clean Foundation. Finally, thank everyone for taking time to share their thoughts and stories.

If group members want to encourage friends and family to take part in the consultations, remind them that there are public Zoom meetings and online options available at [www.CleanFuture.ca](http://www.CleanFuture.ca).

**Once the workshop is complete, please submit the following to Clean Foundation:**

- **DIY Workshop Participation Details (page 11)**
- **Discussion and Idea Bank Handouts (Handout #1) from each participant and for each focus area**
- **Final Thoughts and Reflections Handout (Handout #2) from each participant**
- **Any notes you may have taken during the workshop that you would like to include**
- **Optional: DIY Workshop Feedback Form (Handout #3) from each participant**

You may send materials from your completed DIY Workshop to:

**By email:** [info@CleanFuture.ca](mailto:info@CleanFuture.ca)

**By mail:**

Clean Foundation  
Attention: Engagement Coordinator  
126 Portland Street  
Dartmouth, NS B2Y 1H8

# DIY Workshop Participation Details Form

There are many ways for Nova Scotians to provide input on new goals under the Sustainable Goals Development Act and Climate Change Plan for Clean Growth. We recognize that not all opportunities fit the needs and schedules of every community.

In providing details about your DIY workshop, the provincial government and Clean Foundation can better understand which engagement methods are more useful to certain groups and regions. This may help us with other public engagement work in the future.

**Please fill in this form prior to starting your DIY Workshop.**

<b>Date:</b> _____	<b>Time:</b> _____
<b>Location/digital platform:</b> _____	
<b>Facilitator name:</b> _____	
<b>Facilitator organization:</b> _____	
<b>Facilitator email:</b> _____	
<b>Total number of participants:</b> _____	

*Please include this completed form with your submission to Clean Foundation.*

# Handout #1

Discussion and Idea Bank  
*(please use one handout per focus area)*

**Focus Area:** \_\_\_\_\_

What does success look like?	➔ What can we do to encourage change?

# Handout #2 Final Thoughts and Reflections

**Please take some time to reflect on the ideas you and your community generated through the discussion(s).**

**Guiding questions:**

What did you learn today about opportunities for Nova Scotia to show leadership in addressing climate change?

---

---

---

---

---

---

---

---

What surprised you during today's conversation?

---

---

---

---

---

---

---

---

What are you walking away with from today's workshop?

---

---

---

---

---

---

---

---

# Handout #3 DIY Workshop Kit Feedback Form (OPTIONAL)

We would appreciate any and all feedback on how this DIY Workshop Kit worked for you and your community group or organization. If you are inclined, please fill in this feedback form and submit with your responses (i.e., handouts #1 and #2).

**As the facilitator, please poll your participants on the following questions and provide one feedback form per workshop.**

<p><b>Workshop location:</b> _____</p> <p><b>Workshop date:</b> _____</p> <p><b>Name / contact</b> (optional): _____</p>
--

1. Was the DIY facilitation kit helpful in generating ideas and input from your community group?

0	1	2	3	4	5	6	7	8	9	10
Not helpful	—————▶			Moderately helpful	—————▶			Very helpful		

2. Did workshop participants think a DIY Workshop kit was an effective form of public engagement?

0	1	2	3	4	5	6	7	8	9	10
Not effective	—————▶			Moderately effective	—————▶			Very effective		

3. Please provide any other feedback below.

---

---

---

---

---

---

---