



The Three Stages

Download a session plan template

Activity	Time	Resources	Aim/description of activity	Session review (What went well/not so well)
Introduction: <ul style="list-style-type: none"> – Housekeeping – Data protection and consent – Aim of the session – Outcome expected – Ground rules 	5 minutes	Information about the venue e.g fire exits, toilets	Chance to explain to the group what the session is about and what you would like to achieve	
Icebreaker	5 - 10 minutes (depending on group size)			
Introduce the topic	2 minutes			
First Activity: Identify the issue/opportunity				
Second Activity: What would the group like to see happen to achieve the issue or opportunity highlighted in the first activity				
Third Activity: What solutions can the group suggest?				
Closing activity including next steps				
Evaluation activity	2 minutes			
Listen, learn and loopback <ul style="list-style-type: none"> – Add your own comments – Send the feedback to engagement@tfw.wales 				