

Developing a Lab

Overview of Phases & Timeline

LOCAL LEARNING LAB



Overview of the Phases

Developing a lab is a collaborative process over several phases with a working group and partners

Phase 1: Initiation

During this phase you will determine if a Local Learning Lab is right for your area.

[\(SEE A3\)](#)

Workshop: Convening a Working Group

Host this workshop once you have identified a working group

[\(SEE A4\)](#)

Phase 2: Lab Concept

This phase steps through the discussions required to get to a robust articulation of the Lab idea.

- Potential of Place - local needs and opportunities
- Lab mission statement
- Participant mix
- Lab concept
- Lab outcomes

[\(SEE A5\)](#)

Phase 3: Lab Prep

This is the phase for detailed Lab development, planning and preparation.

- Timeline
- Detailed planning
- Budgeting
- Location and Venue
- Participant communications
- Choosing Lab activities
- Developing a Story Arc
- Mapping place
- Off-ramp

[\(SEE A6\)](#)

<Lab Hosting>

The days of the Lab are a phase unto themselves. There are detailed instructions for Lab activities in the [the Lab activities section of this Playbook](#)

Phase 4: Lab Reflection and Follow Up

After the Lab is a time for reflection, but also for ensuring the momentum continues. Put into action the “off ramp” of communications, resources, supports, and ongoing ways to connect and follow up for Lab participants.

[\(SEE A7\)](#)

Overview of Lab Timeline

INITIATION



Decision: A Lab/ event is right for us

- Initial stakeholder consultations in a community/region
- Review of approach and value proposition based on community needs and opportunities
- Agree to move forward
- Community lead identified
- First Nations advisor identified

LAB CONCEPT



Allow 4-8 weeks to agree the concept and launch the event

- Starting well session to form working group and confirm scope and goals
- Conceptual design session(s) to agree high level design and location
- Develop initial communications, materials, and registration process
- Launch event

LAB PREP



Allow 2 months to promote and prepare

- Social media and word of mouth recruitment
- Confirm participants no less than 2 weeks prior
- Arrange Welcome to Country and Walk on Country
- Detailed event coordination and facilitation planning
- Participant communications

LOCAL LEARNING LAB



Allow a week to prep and host a 2.5 day Lab

- Friday Film preview, dinner, and Our Community Vision workshop
- Saturday-Sunday Local Learning Lab

WALKING TOGETHER



Allow 4-6 weeks for follow up

- Working group debrief and reflection
- Lab documented and shared with participants
- 2 x follow up sessions with participants
- Coordination with any funding providers and ongoing support (if available)