

# Lab Prep

## LOCAL LEARNING LAB Developing a Lab

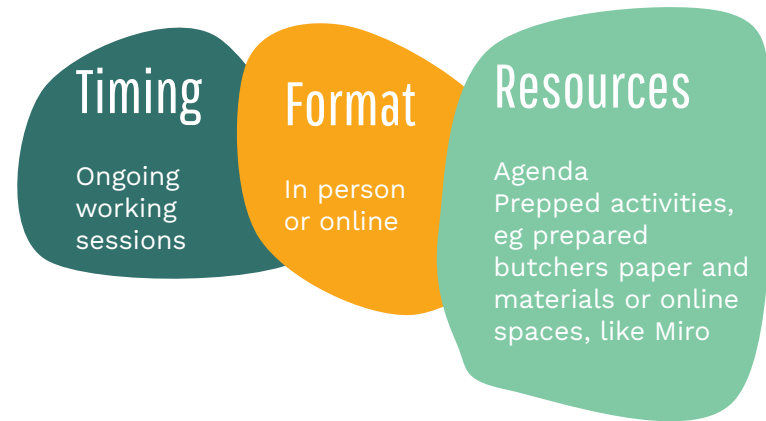
### Purpose

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

### Goals and Outcomes

Work through the following:

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



## Instructions

### Assumptions

At this point the working group should have agreed the high level concept, lab outcomes, ideal participant mix, and the needs or opportunities that this Lab will address in order to contribute to Potential of Place.

### Timeline

Use the example timeline to work out key dates and timelines. If not already agreed, set a date for a Lab. Aim for 12 weeks between finalising concept and outcomes and Lab delivery date, to market, recruit, secure partners, design and prepare.

### Detailed planning

The table provided in this document, sets out many of the tasks that go into developing and hosting a Local Learning Lab. Use this as a guide to support your working group planning.

### Budgeting

Identify what will need to be included in your budget. Include the value of items or services that are donated or volunteered. You may already have sourced funding. You may need to source additional funds. There may also be the possibility of charging a ticket price.

### Location and venue

Based on the chosen Lab concept and ideal participant mix, brainstorm criteria for an appropriate location and venue. Add in possible venue ideas. Come to a decision.

### Participant communications

Identify the types and timing of communications that may need to go out. Examples include Lab flyer, email copy, social media posts, participant pack, etc.

### Choosing Lab activities

In developing the Labs, we hosted three very different Labs and thus developed more activities than can be held in one two-day Lab. The chart in this document helps you to select activities based on the concept they relate to.

### Developing a Story Arc

This activity helps you lay out the ‘broad moves’ of a Lab or event and identify what participants will experience and learn as a result. It enables the working group and any partners to give you feedback about what will create the type of Lab experience that you hope to create, and to evaluate if you will meet your goals. It can be difficult to review how a Lab or event might unfold based on a high level agenda or a detailed run plan. The ‘Story Arc’ format helps express how the Lab or event will feel in a narrative and a picture.

### Mapping Place

A Lab or event experience can be greatly enhanced by having maps, data, and historical facts visible. The Potential of Place activity in particular is best supported by maps, data, and history. This activity helps you to determine what is needed. Visualise how you hope the maps of place etc will look on the wall during the Lab or event.

### Off Ramp

This activity is intended to help you plan for what happens after the Lab—before the Lab has even happened. Through this activity, you may identify additional partners to be present or whose information may need to be made available. It will also help identify what you may share with participants during the Lab, and what participants may have to develop themselves as needed.

## Tips

### Coordination and Facilitation

These discussions, to move the Lab from concept to detailed design and prep, require coordination, sharing, comparing, bringing together, and negotiating different perspectives. Dedicated coordination and facilitation can support these tasks

### Schedule regular sessions

At this point in the development of the Lab or event you may require multiple sessions per week plus individual catch ups between different people. Ensure the working group and any key partners have available time and schedule working sessions in advance

### Test with Partners

Once partners are onboard, and if they are open to spending the time, consider doing a run through of the draft plan with partners to sense-check the timing, activities, and if the overall design will achieve the Lab goals

## Discussion and Planning Guide

On the next pages you will find the following discussion guide:

- **From Concept to Detailed Design and Prep** - The discussion and planning guide on the following pages supports working groups to step through each of the conceptual and detail decisions, and to identify and manage tasks required in the development and hosting of a Local Learning Lab.

# DISCUSSION AND PLANNING GUIDE

# Hello



## LOCAL LEARNING LAB

From Concept to Detailed Design and Prep



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# Contents

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# Lab timeline

Work through the timeline and establish key dates, including a date for the Lab

## 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)

# Detailed planning

Establishing and managing the tasks to develop and host a Lab. Links to Rhythms and Responsibilities activity



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Task	Description / sub-tasks	Complete by date?	Who is responsible?
Overall coordination	<ul style="list-style-type: none"> <li>All tasks identified. Coordinate timing and tasks. Scheduling and convening meetings</li> <li>Arranging facilitation for / facilitating working group as needed</li> <li>Check insurance requirements</li> <li>Check health and safety requirements, identify CPR officer and fire warden as needed</li> </ul>		
First Nations advisory liaison	<ul style="list-style-type: none"> <li>Identifying and making contact with appropriate First Nations advisory</li> <li>With the First Nations advisor, identifying appropriate partners (eg for Welcome to Country and Walk on Country)</li> <li>Coordinating Welcome to Country and Walk on Country, making arrangements as needed for partner</li> <li>Confirming cultural appropriateness of location, activities, and materials</li> <li>Identifying any needs to support cultural safety and ensuring cultural support is available for First Nations partners and participants</li> <li>Agreeing budget and ensuring payment of fees</li> <li>Ensuring dietary, accessibility, transport, childcare/work needs are supported where possible</li> </ul>		
Participant liaison	<ul style="list-style-type: none"> <li>Connecting with and communicating with participants on an individual basis</li> <li>Ensuring dietary, accessibility, transport, translation, childcare/work needs are supported where possible</li> </ul>		
Partner liaison	<ul style="list-style-type: none"> <li>Connecting with and engaging partners</li> <li>Ensuring partners know their contribution</li> <li>Identifying any off ramp resources or support available by partners, and how that will be offered and communicated to participants</li> <li>Ensuring dietary, accessibility, transport, childcare/work needs are supported where possible</li> </ul>		
Comms / Social Media	<ul style="list-style-type: none"> <li>Writing communications and coordinating review</li> <li>Publishing communications in all channels</li> <li>Set up participant registration and coordinate launch communications</li> <li>Ensure working group and participants have social media handles and are encouraged to share</li> <li>Obtain media consent forms. Monitor where consent is not given, inform all relevant parties</li> <li>Manage photo and media library</li> </ul>		
Lab Facilitation Development	<ul style="list-style-type: none"> <li>Developing a run plan and supporting materials</li> <li>Developing scripts with co-facilitators</li> <li>Source printing and activity materials</li> <li>Ensure all activities and materials are photographed for documentation</li> <li>Develop final Lab documentation, eg 'Playback' document</li> </ul>		
Venue & Ambience	<ul style="list-style-type: none"> <li>Liaison with venue contact. Identifying all venue requirements</li> <li>Obtaining keys, checking facilities</li> <li>Ensuring facilities are clean before, during and after</li> <li>Sourcing fresh flowers, plants and other relevant decor</li> </ul>		
Food	<ul style="list-style-type: none"> <li>Identifying and coordinating with catering</li> <li>Linking with partner and participant liaison for dietary requirements</li> <li>Linking catering timing to facilitation timing</li> </ul>		
Entertainment	<ul style="list-style-type: none"> <li>Identifying and coordinating with entertainment, eg music</li> </ul>		
Transport	<ul style="list-style-type: none"> <li>Ensuring working group, partners and participants have transport to and from the Lab</li> <li>Ensuring all have transport for Walking on Country. Check insurance requirements</li> </ul>		
Video, photography & Graphic recording	<ul style="list-style-type: none"> <li>Identify and coordinate with providers. Provide copies of agenda, timing. Agree artistic direction, shoot list, etc</li> <li>Coordinate tech, space and material needs</li> </ul>		
Tech	<ul style="list-style-type: none"> <li>Identify tech requirements—projection, connection to computers, cables, batteries, etc</li> </ul>		



# Budgeting

The following elements may need to be considered in the budget. You may have seed funding to begin exploration. For example, you may be a social enterprise or organisation or Council.

## Consider

- Venue hire
- Catering
- First Nations Cultural Activities
- First Nations advisory
- Facilitation
- Photographer / Film Making
- Graphic Recording
- Entertainment eg music
- Printing
- Transport
- Child care
- Translation
- Knowledge worker
- Flowers, plants and decor
- Local Lead Connector/Coordinator
- Ongoing hosting and facilitation
- More?



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# Example: Lean budget



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The following elements may need to be considered in the budget. Assumes substantial in-kind from partners (although some of these will be salaried), working group members, local host partners.

Venue hire	\$2,000
Catering (25 participants) (2.5 days)	\$4,000
Local Lab Coordinator / Admin assistance	\$10,000
First Nations Advisor (includes cultural activities)	\$3,000
Facilitation / Co-facilitators	7,500
Accommodation (subsidy / team)	2,000
Travel (subsidy / team)	1,500
Miscellaneous (Materials, Equipment, Printing)	1,000
<b>Total Lean</b>	<b>\$31,000</b>
Additional	
Graphic Recording	1,500
Photographer / Film making	1500
Printing	200
Knowledge Worker(s)	800
<b>Total Additional</b>	<b>\$4,800</b>

# Participant communication

What timing and materials are required to recruit, engage, and follow up with participants?

## Launch/ register

Examples include:

- Online landing page / website
- Brochure (PDF)
- Online registration page
- Participant application confirmation
- Participant registration confirmation
- Agreement to join a database

(TEMPLATES)

## Pre-Lab

- Welcome pack
- Prep work
- Two days before reminder email

(TEMPLATES)

## During Lab

- Handouts
- Directions to/from the Walk on Country
- Sign-in sheet
- WhatsApp group text (if agreed)
- Contact sharing during Gallery Walk (if agreed)

(See Section 2  
During Lab Plays)

## Post-Lab

- Lab follow up email and resources pack
- Lab playback write up (approx 2 weeks after the Lab)
- Ongoing communication forum (eg Slack or Facebook group)
- Invitation to mentoring sessions / post-lab meetups



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# Participant communication - Pre-Lab

## Tips

### Relationships are key

We found that the local connector / Lab coordinator was key to recruitment and partnerships.

Local connectors already hold trusted, authentic and long term relationships with project leaders, First Nations leaders, government staff, and so on.

Ask how the Lab itself, and communications can be welcoming and inclusive.

### Have Conversations

Recruitment for all three Labs we organised, involved the local Lab coordinator and working group members in lots of conversations with participants and partners.

Allocate time in your schedule and budget to follow up email communications.

### Distribute widely

Utilise partner channels to get the message out there in the way that is fit for the audience.

Find channels to young people - consider video posts, describing the Lab.

Share with WWF-Australia to share with their networks.

### Test copy

Checking the language you use to describe the Lab, its mission, outcomes, and so on with potential participants is a great idea. It ensures your communications will land, and guides you on content that may be more relevant.

### Permissions

Seek permissions for photo and video releases, sharing participant details, and other permissions during the registration process.

Post-Lab you may introduce participants to partners. Organising permissions early, reduces admin load later.



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# Location and venue

## Criteria

What are our hopes and goals for a location and venue?

## Options

What potential options do we see?

## Selection

Our choice is...



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# Location and venue

## Meringo, Eurobdalla



## Mount Barker, Adelaide Hills & Fleurieu



## Warragul, Gippsland



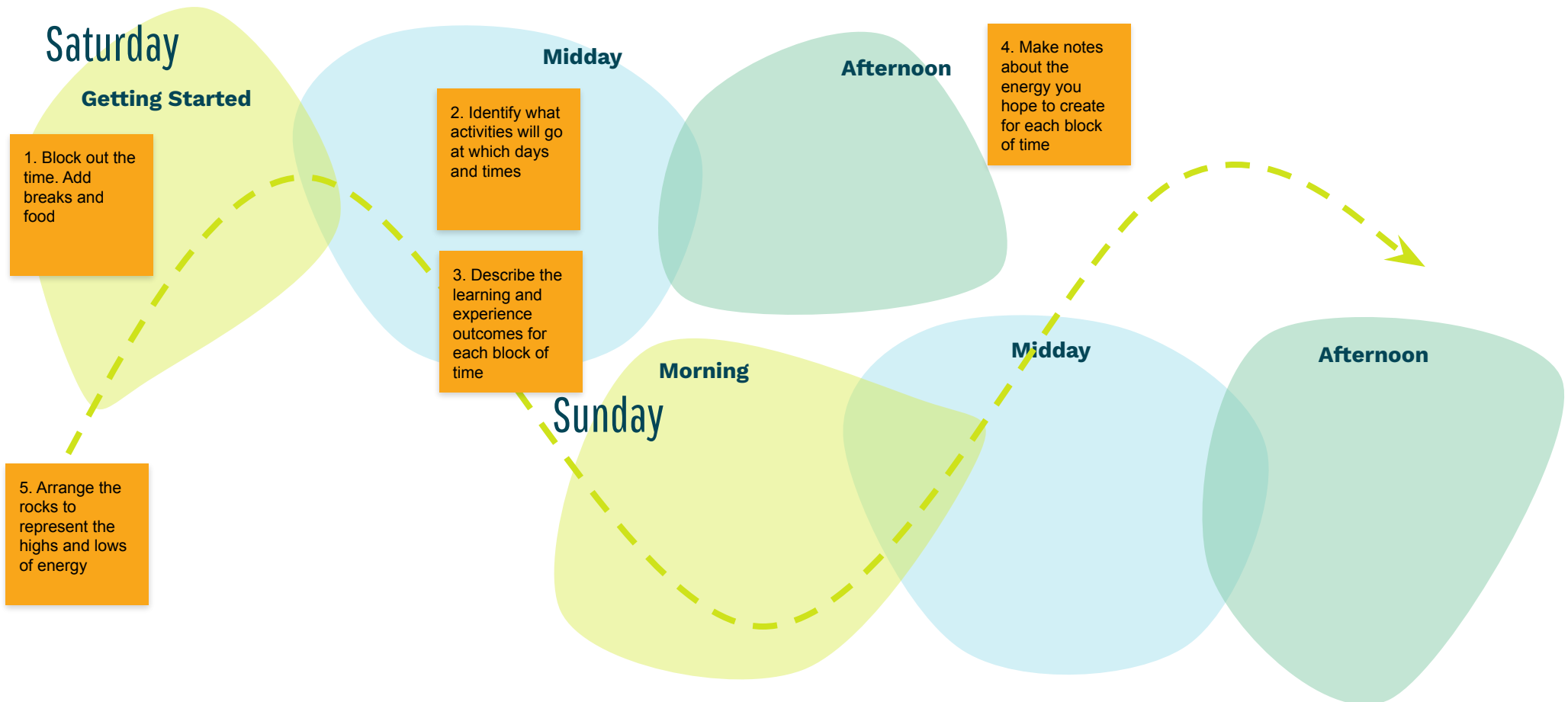
# Choosing Lab activities

The Local Learning Lab Playbook provides guides for a number activities. These activities or "plays" are organised here by topic. Which activities are relevant to your Lab? [See Section 2 for all Lab Activity Plays.](#)

	<b>All concepts</b> Starting and finishing together	<b>All concepts</b> What do we mean by 'regenerate'?	<b>Concept 1</b> Initiative capacity building	<b>Concept 2</b> Local innovation ecosystem capacity	<b>Concept 3</b> Specific regen initiative
B1 Welcome to Country	*				
B2 Walk on Country	*	*			
B3 Context Setting	*	*			
B3 Connection Section	*				
B4 Shared Intentions	*				
B5 Working with Regenerative Principles	*	*			
B6 Doughnut Economics		*	*	*	*
B7 Potential of Place		*	*	*	*
B8 Case Studies		*	*	*	
B9 Questions for Regenerative Businesses		*	*	*	*
B10 Regenerative/Social Business Model Canvas		*	*		*
B11 Wisdom Circles	*		*		
B15 Human Sculptures	*				
B12 Gallery Walk with Gives and Gets			*	*	
B13 Action Groups	*		*	*	*
B14 Closing Reflections	*				

# Developing a Lab 'story arc'

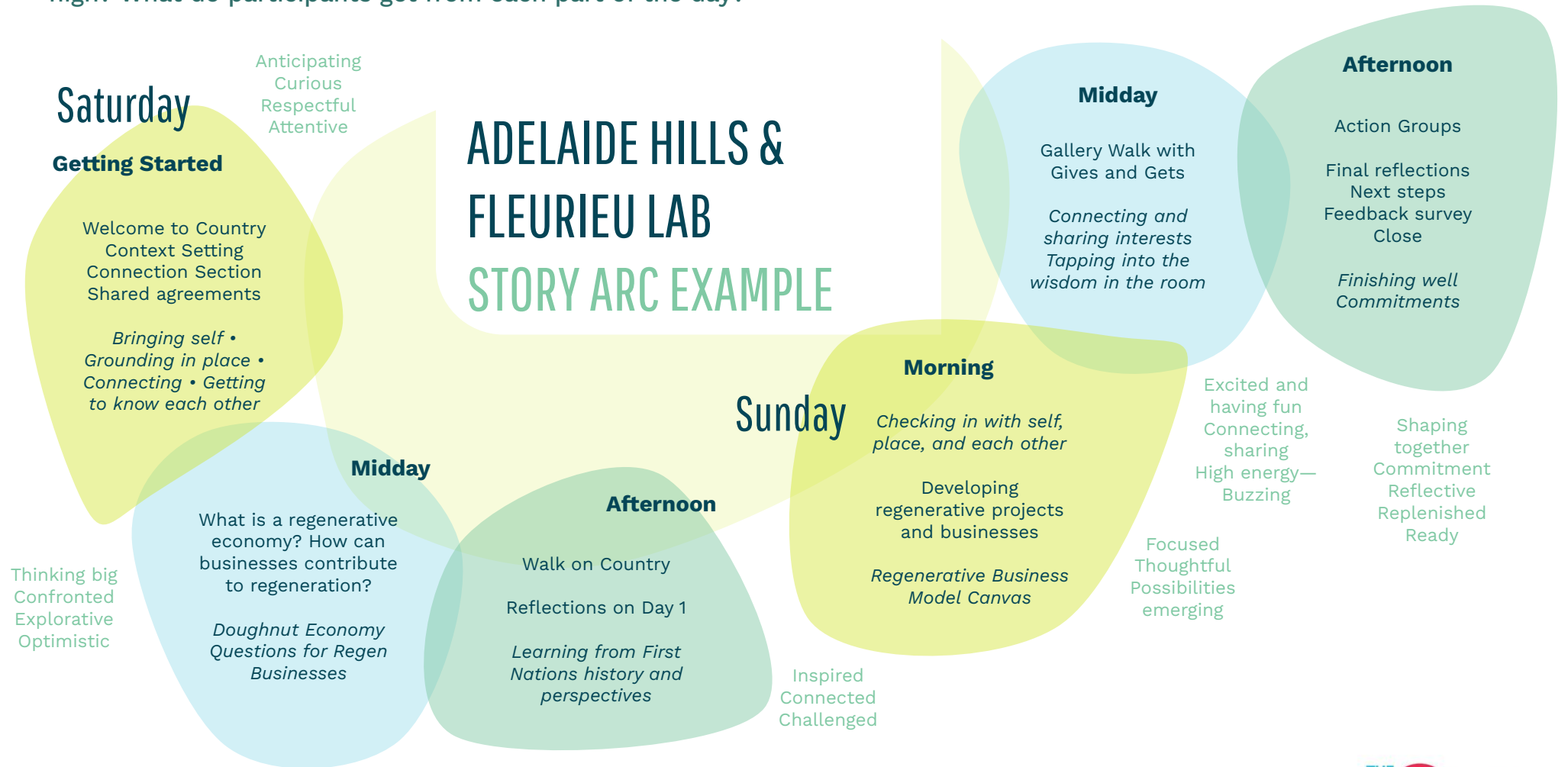
Considering the activities you believe will be appropriate for your Lab, what story arc might your Lab take? A 'story arc' narrates what's happening for participants in connection to the activities. What do participants get from each part of the day? Where is the energy high? Where is the energy low? **Follow the orange post-its to arrange your story arc.**





# Developing a Lab 'story arc' Example

Considering the activities you believe will be appropriate for your Lab, what story arc might your Lab take? A 'story arc' narrates what's happening for participants in connection to the activities. Where is the energy low? Where is the energy high? What do participants get from each part of the day?



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# Mapping place

Based on the emerging Lab design, what maps, data and historical facts would be useful to help participants form a rich perspective on place? How will you incorporate these into the Lab activities?

## Consider

- Traditional Custodian perspectives. First Nations boundaries, historical events
- Terrain map
- Impact areas eg bushfire, flood, drought, clear-cut, etc
- Current use zones eg farming, forestry, residential
- Ecosystem and environmental health data
- More...



## Go Further

Sketch out how you will imagine it will look on the walls. Will maps be printed A0? Will they be layered with visual elements including data and historical facts? Will you do anything else to add visual interest?

Image credit: Sean Jackson



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# Off-ramps

Weave supports into the experience, so post-Lab there is already an off ramp!

## Think about:

- What supports for regenerative enterprises are available to projects and enterprises (post-Lab)? Eg, what will help people keep moving their ideas, projects and enterprises forward? What agreements can you make with partners before the Lab?
- How will you connect participants with those supports and resources?
- How will you provide examples but open up for discussion and development of what is needed to support at the end of the Lab?

## Consider:

- Funding - seed funding, grants etc
- Resources - such as Council business set-up courses
- Programs
- Training
- Connections
- Partners
- Mentoring
- Planning strategically (eg. partner with State Government, timing with other events)
- Timelines for planning



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# Example: Off-ramp activities

## Mentoring sessions

- Schedule 2 x 90 minute mentoring sessions (online).
- The sessions facilitate:
  - Reconnection
  - Exchange of ideas to progress projects
  - Continue collaborations
  - Support further networking
  - Learn about and share resources, funding grants and other opportunities
  - Discuss what's next!

## Continue as a Regen Collective

- Meet-up monthly / bi-monthly, and gradually build a regen ecosystem for your region, bringing partners and enterprise leaders together, to collaborate, network and support the transition to a regenerative economy.
- Join Regen Places for support.

## Local Council Offers

- Local Councils have access to resources for businesses, such as grants, short courses, potential networks.

## Startup Incubators

- Startup Incubators may have courses your participants can access. Particularly if you partner with them. An example includes Work My Way.