

Glasgow City Food Plan Consultation Train the Trainers Pack



Good food for all

GLASGOW FOOD POLICY PARTNERSHIP

Contents:

1. [Food Plan Consultation Version](#)
2. [Food Plan Presentation](#)
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6. [Facilitator's Guide to running a Consultation Conversation](#)
7. [Consultation Conversation session plan](#)

Other useful resources:

[City Food Plan Animation](#)

[Glasgow Diet in the Year of Covid](#) – a series of short films about Glasgow's Food System

[Glasgow's Food System Infographic](#)

[Food System Diagram](#)

Welcome to the Glasgow City Food Plan Train the Trainers Pack

We hope that you will be able to help the City Food Plan consultation by running small group sessions with communities and people you work with.

Our food system is complex, and the City Food Plan is a complex document. As facilitators, we understand the difficulties in conveying the ideas and concepts in it to people who may have no prior experience or knowledge of food systems thinking. But food is everybody's business, and so everyone should have a say.

We have tried to come up with a comprehensive plan along with useful tools and materials that will help you to run a consultation session. We are also running 4 Train the Trainer sessions that you can book onto – these are aimed at practitioners and facilitators working with communities. You can book onto these [here](#)

Of course, in these strange Covid times we understand it's unlikely you'll be able to run these sessions face to face, so the format we've suggested is designed to be run on a video conferencing platform.

You might want to start by familiarising yourself with the materials. The consultation version is the full document – all 55 pages of it – that we are consulting on. It's worth taking the time to get to know this document. You might want to send it to your group prior to the workshop.

The Food Plan Summary is an 'easy read' version – much reduced to a mere 5 pages! It only contains the short term actions.

This can also be sent to your group prior to the session.

The generic presentation can be edited to suit your group. We suggest that you use this at the beginning of your sessions to introduce the Food Plan. There is a generic script to accompany this that you will probably find helpful.

You might also want to show the animation as a way to introduce the Food Plan.

The complete outcomes and actions document usefully pulls together the short, medium and long term actions from all the themes. The overarching outcomes that the whole plan is working towards are shown at the top of the first page.

You will need this document to provide your group with the information they need in the activities and breakout rooms.

The following pages contain a suggested session plan that you can follow. This is the same session that we will be covering in the Train the Trainer workshops.

To lead these sessions, it would be great if you had access to ['Padlet'](#) - an online, collaborative sticky note flipchart. This will be a useful tool for your group in breakout rooms.

We are also assuming that you have prior knowledge and experience of Zoom, which is the suggested platform for facilitating these sessions.

For any further guidance or support in following this session guide, please contact Abi Mordin abi@mordin.net, or Riikka Gonzalez riikka.gonzalez@glasgow.ac.uk

City Food Plan Consultation Sessions Facilitators Briefing

PURPOSE

- To engage with people living and working in Glasgow about the Glasgow City Food Plan (GCFP)
- To emphasise that the food plan is intended to build a food system in Glasgow that supports and enables the fantastic work already underway in communities across Glasgow to reduce food insecurity, improve dietary health, improve sustainability, and build a resilient and strong local food economy.
- To convey our wish that GCFP is owned by the people of Glasgow and that it is not owned by any one organisation. This is why we want to engage with people from various backgrounds to hear their opinions about the proposed plan.

FORMAT - AGENDA

- Welcome everyone to the event, introduce yourselves and invite people to say who they are, what group or organisation they are from, and their role/place in the food system. What do they expect from this workshop? What theme or themes are they most interested in?
- Run through the agenda and aims for the session.
- Play the short City Food Plan animation (share your screen).
- Use the slides and script provided to introduce the City Food Plan to your participants.
- Describe what is going to happen in the Breakout Rooms, eg use of Padlets (see below for more information). You may want participants to choose which theme they discuss, or you may want to allocate them randomly. It's up to you.
- If you have limited facilitators and you're not sure your participants can facilitate themselves, think about just covering 2-3 themes in this session, and hold further sessions to discuss other themes.
- Bring everyone back into the main room after 45 minutes to go over any final questions and explain what happens next – the consultation responses will be collated and pulled together in January and February. Changes and edits will be made to the CFP before a final version is launched in April.

BREAKOUT SESSIONS

The breakout discussions will focus on participants' views in relation to the **short to long term actions of GCFP and how they will meet desired outcomes.**

Send participants into their breakout rooms, either based on their choice or randomly. You will need to create 6 Breakout Rooms.

- 1) **Fair food for all (food poverty)**
- 2) **Community food**
- 3) **Food procurement and catering**
- 4) **Food economy**
- 5) **Environment and food waste**
- 6) **Children and young people**

Please ask participants NOT to use the chat function in the breakout rooms, as those in other breakout sessions will also see this.

At the end of the breakout session there will be a message flashing on top of the screen when it's time to join the main session. Ask participants to follow instructions on the screen and press 'join the main session/room'.

FACILITATOR GUIDANCE FOR BREAKOUT SESSIONS

The job of the facilitator is to encourage all participants to voice/write down their views, guide the discussions and keep discussions on track. Our aim is to capture the opinions of the group about the actions in the Draft Food Plan. We want to know

- 1) which of the actions they believe to be most important in order to reach the desired outcomes presented, why and how this will be the case**
- 2) if anything needs to be added or changed in order to meet the desired outcomes for the plan.**

We will use a tool called [Padlet](#) to record the notes from the breakout sessions, so facilitators do not need to take paper notes. *You will need to create individual padlets* for your breakout rooms with relevant actions for the theme each group will be discussing. You may just want to cover short term actions for now, to save time. Use the 'Complete Thematic Actions' guide to do this.

Use one sticky note per action.

If you are attending a Train the Trainer workshop, you will be shown how to do this.

Links to these padlets should also be sent to the participants along with the planned outcomes of GCFP, prior to the event, so they can familiarise themselves with the system.

If you have any questions on how the system works, please contact abi@mordin.net

In an ideal world, you will have a facilitator per themed room. Alternatively, you can ask each room to nominate someone to lead the discussion. The instructions below have been written as if you have a pre-planned facilitator for each room.

Instructions on how to use Padlet are included the Appendix below. Please note that some web browsers might not support this application; use Google Chrome or an up to date version of Firefox if possible.

1. Facilitator Introductions

Say that we are keen to use the 45mins to gather participant's views on the actions presented under the particular theme of your breakout room in relation to meeting the example outcomes. Tell your group that you will be using a simple tool – Padlet – throughout this session, which is basically a virtual flipchart and sticky notes activity. The Padlet will be available to participants for 1 week after this session, so participants can continue to add their views if there are points they were unable to cover due to limited time.

2. Group Intros and Ice Breaker – 5-10 mins

Ask the group to introduce themselves in turn and to tell you either what their least favourite or most favourite vegetable is and why.

3. Activity 1 – 5 minutes

- Post the links to the Padlets to each individual theme in the chat function. Please ask the participants **to copy and paste the Padlet their breakout session into their web browser.** Please note that some web browsers might not support this application; use Google Chrome if possible. Ask participants to open this link on their own device in order to be able to edit it themselves but also **share your screen**, so that the participants can see all comments coming in

(these are all anonymous) on their group's Padlet. If participants are not able to access this link, say that you can type their comments for them.

- Ask participants to spend a few minutes familiarizing themselves with the desired outcomes and actions included on the Padlet and also read them out in turn. Participants will have been sent these in advance, so this should be to jog their memories, rather than introduce them for the first time.
- Ask participants to vote for the **3 actions they feel most important to meeting the desired outcomes** using the 'thumbs up' function on the screen. For those unable to edit the Padlet themselves, again explain that you can administer the 'thumbs up' for them.

4. **Activity 2 – 30 mins**

- Use the thumbs up votes on the actions to begin a discussion with the group about the actions which are most popular:

1) Ask participants why they believe their chosen actions are so important in achieving the desired outcomes. Ask participants to either write their points themselves under each action or to tell you if they prefer, and you can type these notes on their behalf. The benefit of this is that participants can see what you are writing and confirm that what you have noted is accurate.

2) Ask participants how they believe the actions they have voted most important will lead to the overall outcomes of the plan.

3) Ask participants if any of the actions need to change in order to meet the outcomes of the plan.

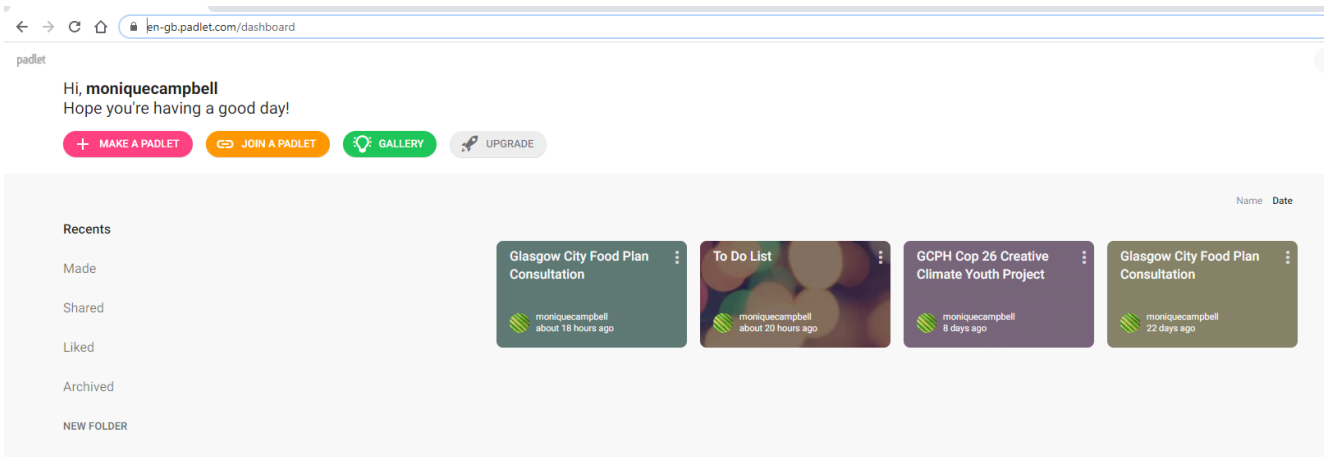
- Ask participants if there are any actions they believe to be missing and to add these under 'What else should be included?' sticky note already added. If you want to add another sticky note on the 'notice board', follow step 10 of the Padlet instructions below.

- Advise participants that the **Padlet will be live for a further week** if they would like to add any further thoughts after the session.

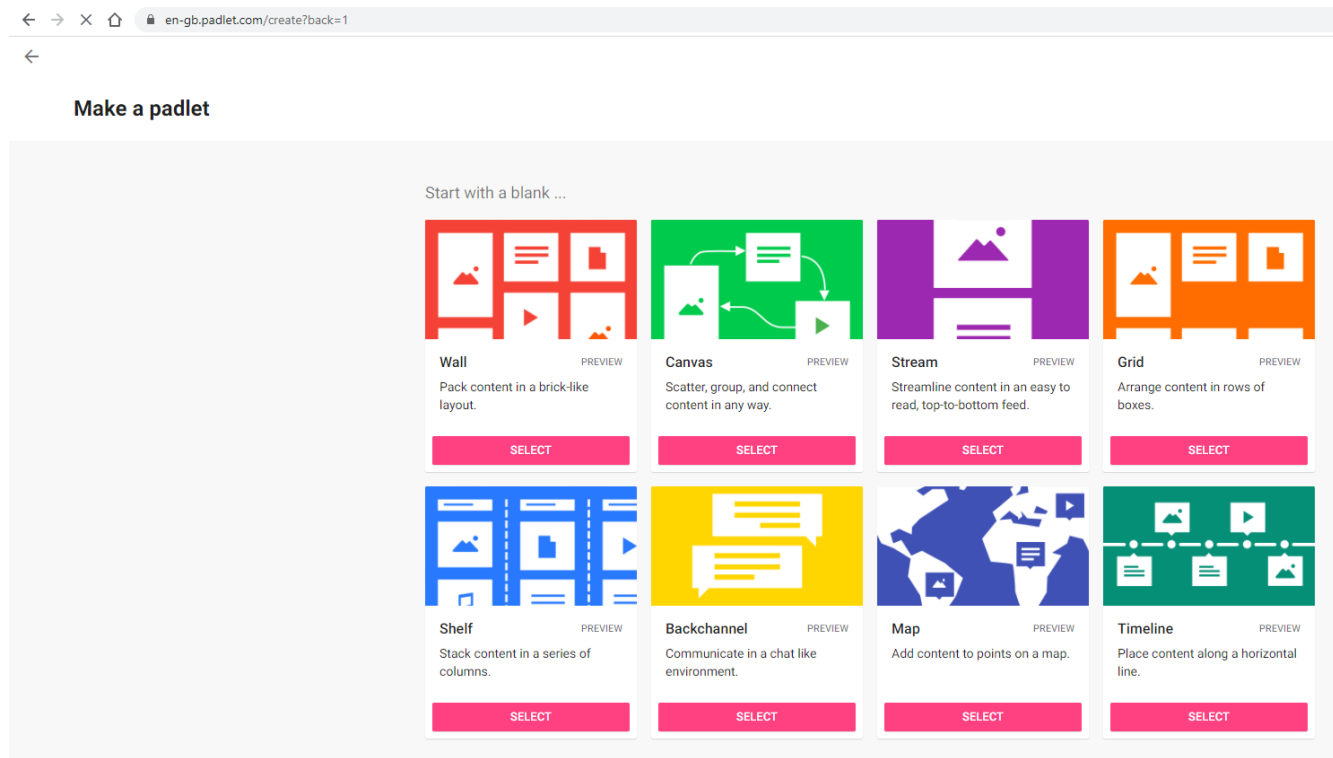
*Please note that we hope this session will last for 45 minutes after which participants are asked to join the main session again for a debrief.

APPENDIX: PADLET INSTRUCTIONS

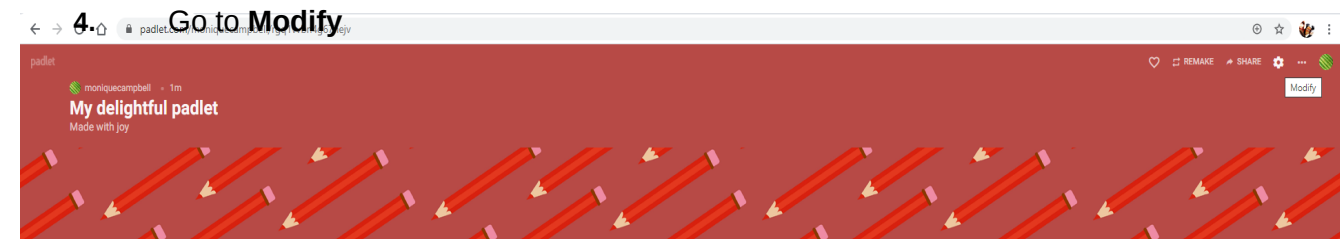
1. Go to <https://en-gb.padlet.com/> and create a free account **before the workshop**
2. Choose the **Make a Padlet** option in pink in the image below



3. Select the **Wall or Canvas** option



4. Go to **Modify**



Food Poverty

- Change Title to the name of your theme
- Change the description to include the example outcomes
- Change wallpaper
- Enable Comments
- Click on Reactions and enable voting

Modify

CANCEL **SAVE**

Title
Food Poverty

Description
Made with a dash of wit

Icon
None >

Address
Unique link to your padlet: padlet.com/moniquecampbell/
COPY TO CLIPBOARD rgq1vbn4g67hejv

Appearance

Wallpaper >

Color Scheme

Font

Posting

Attribution
Display author name above each post?

New post position
Where do new posts appear? **FIRST** LAST

Comments
Allow viewers to comment on posts?

Reactions
Grade, star, upvote, or like posts? None >

Content Filtering

Require Approval
Require a moderator to approve.

Filter Profanity
Replace bad words with nice emojis.

Reactions

- None
No reactions
- Like
Like posts
- Vote
Upvote or downvote posts
- Star
Give posts 1-5 stars
- Grade
Give numeric scores to posts

10. Double Click on pencil icon to create 'sticky note'

Double click anywhere, drag files in, paste from clipboard, or click here to post.

Add post

11. Create 'sticky notes' for each of your actions

Food Poverty

Action 1

0 0 0

Add comment

Action 2

0 0 0

Add comment

Action 3

0 0 0

Add comment

Action 4

0 0 0

Add comment

