

How to facilitate a session

A guide to running a session that turns learning into a small, owned plan for a more inclusive campus.

1 Prepare

- Invite the people who took part in the academy, course or workshop (small groups work best).
- Allow 1–1.5 hours. Bring the canvas and any evidence from your audit.
- Remind everyone the aim is one winnable change, not a long list.
- Agree a facilitator and someone to collect the plans.

2 Run the session

- 10 MIN** Take stock — what did we learn, and what does the evidence show?
- 15 MIN** Choose — each group picks one specific change to champion.
- 20 MIN** Plan — fill the canvas: owner, who to involve, first step, what you need.
- 10 MIN** Connect — link each plan to the living lab and the audit.
- 5 MIN** Share — each group presents its one change.

3 Follow up

- Collect the plans and share them with the group.
- Feed the ideas into your living lab to be researched and developed.
- Check in on the first steps after a few weeks.
- Invite feedback to improve the next session.

4 Running it online

- Give each group a canvas frame on a shared board and a breakout room.
- Bring groups back together to present their one change.
- Use a shared document to collect the plans.
- Prefer privacy-respecting tools, and keep the board for follow-up.