



Your Guide to hosting a breakout space at Coventry's open ideas evening



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@CollaborationCov



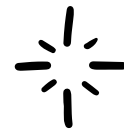
@ConnectingForGoodCov



@GrapevineCandW



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Who are we?

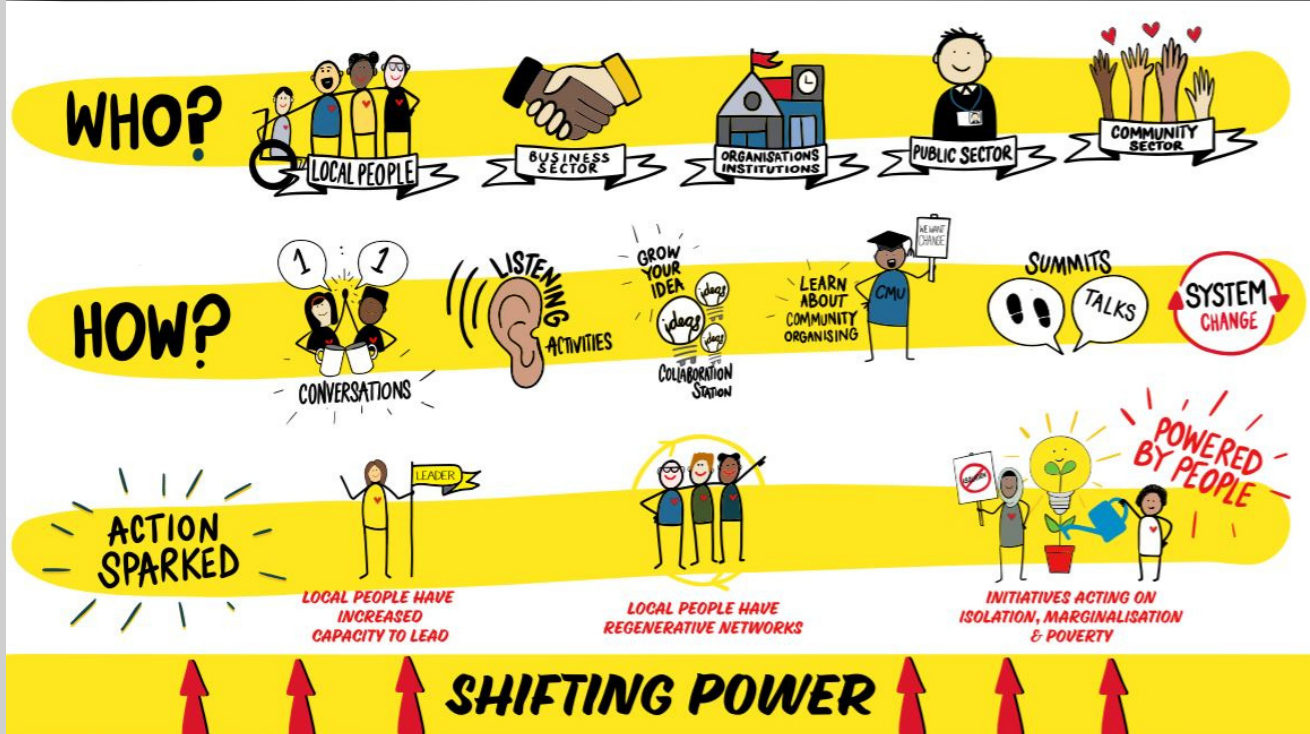
Collaboration Station started in 2019 as a platform for people to test and develop ideas to tackle isolation, with an aim to connect and shine a light on the breadth of people making positive change in Coventry. We have run ever since with a team made up of Connecting for Good staff and community members.

Connecting for Good Cov is a movement open to all who live, work or play in Coventry who want to join us in our mission of ending isolation and marginalisation and reform the system that allows it.

We believe that communities thrive when people have the power to take action and the ability to work together. We want more people to be able to pursue an aspirational vision of what they want their lives and city to be. Together with others we want to create a city that is fairer and more equal. A city where people who live and work here have the power to take action and the ability to work together and have a say in decisions that matter to them. A city where people feel they belong and are more connected to one another.

CONNECTING FOR GOOD ECOSYSTEM

MISSION: WE WANT TO END ISOLATION/MARGINALISATION AND REFORM THE SYSTEM THAT ALLOWS IT



Led by local people and Grapevine Coventry and Warwickshire.
Find out more at www.connectingforgoodcov.com

CFG GUIDING PRINCIPLES

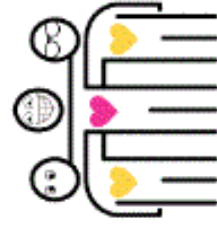
We believe in the power of
community



We make time for curiosity,
play & creativity



We care about each other
& will stand together



We learn from and with each
other which helps us all to
grow



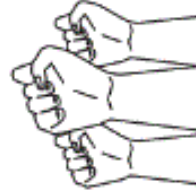
We may not have all the
answers but we will work
together to find the solution



We appreciate the
differences between us
as human beings.
We all have purpose



We are accountable to each
other and our mission



We are changemakers



We do not do for others what
they can do for themselves



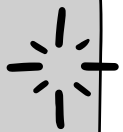
#CONNECTINGFORGOODCOV



Who can host a space at Collaboration Station?

You have an idea that will connect people or make social change in Coventry, or care about an issue that you want to work out a solution to with others.

Your idea may be small and uncertain at the moment, or you may already have an existing action and have a group of people coming together around it.



You share our values and want to make collaborative change in Coventry.

You live, work or play in Coventry.

Your idea is not fully formed - you are open to discussion, evolution and development.

You might be an individual who cares about something, a community group or part of a larger organisation.
We value lived experience as much as any professional training.

Your space is not promoting religious or party political views.

Your space is not promoting nor creating paid for services or activities.

You believe in the power of CommUNITY.



Expectations

You can expect...

At Collaboration Station, you can expect a warm friendly environment with a diverse crowd of attendees who will be willing to hear about your idea or issue and share their experience, feedback and support.

To help you get the most out of the space, we will....

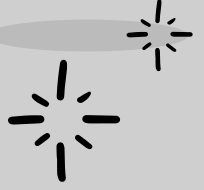
- Meet with you beforehand to discuss your idea and help you to prepare for hosting the space.
- Provide a facilitator to support you during the event.
- Meet with you after the event to reflect and help you work out your next steps.
- Promote your idea publicly and send targeted invites to local contacts / groups who may be interested. If people express interest in your idea but are unable to make the event, we will put them in touch with you.
- We will offer you space in our newsletter / blog / social media channels to update people on your progress.

By getting involved with Connecting for Good, you have opportunity to connect with a wider network of people making change in the city, access free training in Community Organising, develop your leadership skills, and to be involved in other local and national events.

We expect...

- That you are willing to take the time and energy to develop your idea and actions collaboratively with others. We are happy to provide the space, but we can't make your idea happen for you.
- That you meet with us before and after to prepare for and reflect upon the event.
- That you send any requested information by the time agreed to allow us to promote your space effectively. We don't have the time nor inclination to pester you!
- That you also invite people and promote your space at the event.
- It goes without saying that respect is essential during the event. Treat everyone kindly and disagree with courtesy. Be cool.

Before hosting a breakout space



preparing



APPLY: Fill in the registration form to apply for a space.
Link: <https://forms.gle/NiD3L9BdJY18jPiS7>



DISCUSS: A member of the team will contact you to arrange a meeting. We will explore your why, existing connections and experience and plan how to use the space effectively.

planning



RESEARCH: Does something similar already exist in Coventry? How is it done elsewhere? What needs to be considered?



THINK: what is your long term goal? It is easy to get carried away on another mission or lose sight of scope!



DECIDE: what is your 'elevator pitch' to share at the start of the event?
Create a list of questions, things to discuss during the event
Be clear on your aim for the Collaboration Station event

inviting




WRITE OR RECORD: A summary of your idea and aims in 2-4 sentences, alongside a photo to represent it. We will use this to invite people to join your space at the event.



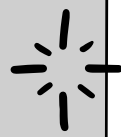
INVITE: Share the event and invite anyone you think might be interested. Share with people you know as well as relevant local interest or community groups.

During the event: P.6

Suggested framework



During the Collaboration Station event, you have one hour for discussion. People tend to be enthusiastic and it's easy to go off course or spend the whole time talking about what is rather than what could be. You may want to use this framework to structure your conversation.



10 min:
Introductions - each guest share their name and why they chose to join this breakout space


10 mins:
Host present their 'pitch', share any inspiration or examples they have seen elsewhere, share their dream goals for the idea, and the aim of this evening.

15 mins:
Feedback, discussion, ideas development, *potential magic*.

10 mins:
Discuss possible next steps (that can be done by the people at the table)


10 mins:
Confirm who is interested in following up, share contact details

5 mins:
Review this evening's aim: achieved or not?





When breakout spaces 'close' the host will be asked to share a short summary of the discussion and next steps with others at the event. This will be shared with all attendees via email to enable anyone who wasn't in your space who is interested to also follow up.

During the event: Top Tips for hosts



Lead with your why! People connect with passion even if the details don't speak to them.


Listen more than you speak - you already know what you think!



Listen to everybody in your space. Some voices are louder than others but all have something to share. Don't be afraid to move the conversation on if one person is dominating. Your facilitator will support with this.

All ideas are valid but try to focus on the skills and connections of people in your space. It's easy to say 'we should get schools involved' but if nobody has links to a school that they could get involved then it's not your starting point.

Remember that this is often just the start of the conversation.



Don't be afraid to ask people to take on roles if you need to - can somebody around the table take notes so you can focus on the discussion? Would somebody like to feedback to the room if public speaking gives you the heeby jeeby's?



After the event:

please do..



Meet with a member of the team to reflect on the event and discuss your next steps. If the event did not meet your expectations, we will use your feedback to improve.



Follow up any contacts made and start your next steps, Your initial focus should be on building a team of shared leadership who want to make this happen with you.



Please write a social media post, blog post, or segment for our newsletter to share your experience and spread the word about your idea and next steps. We welcome a few sentences up to a page.



optional...



Record a vox pop or audio piece about your idea and next steps - we will be happy to share it on our social media.



You are welcome to come back to Collaboration Station to share your progress as part of our introduction or to host another space and continue to develop.



There is potential for you to learn from other people making change in Coventry, to join other initiatives and to take part in Change Maker University, our free training course in Community Organising.


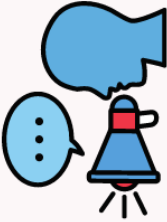







Sign up to the Connecting For Good newsletter to be updated on any opportunities.

Link to sign up: <http://eepurl.com/hjSKuT>

Welcome to Collaboration Station

AGENDA

5.30pm		ARRIVALS	Say hello, sign in, get settled, grab a drink
6pm		INTRODUCTION	Hear our 'why' for hosting the event
6.05pm		HOSTS SHARE IDEAS	Listen carefully! You will need to choose which discussion to be involved in.
6.15pm		CHOOSE YOUR BREAKOUT SPACE	You can only choose one this evening but you can follow up as many as you like
6.20pm		COLLABORATION TIME!	Share ideas, insights, contacts, and plan next steps
7.20pm		SUMMARY	Hosts share an overview of each discussion
7.30pm		EVENT END - SPREAD THE WORD!	Tag us: @CollaborationCov @ConnectingForGoodCov

COLLABORATION STATION

DO YOU HAVE AN IDEA THAT WILL MAKE COVENTRY
MORE INCLUSIVE AND CONNECTED?

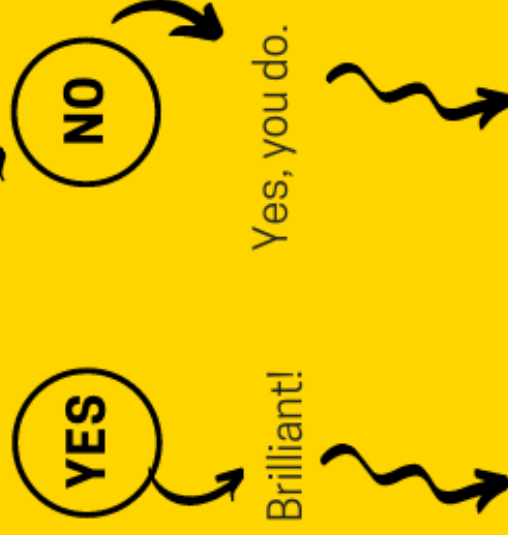


Do you want to develop it with
others & build on the strength of
the community?



3rd Wednesday of
each month
6-7.30pm
Coventry / Zoom
@CollaborateCov

Do you have passion,
skills and opinions?



Good luck.



Come to the next Collaboration Station!
Share ideas, make connections, take action.

Do you believe in PEOPLE POWER and
making COVENTRY a more INCLUSIVE and
CONNECTED place?



Collaboration Station



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A
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M
E

Join us on the 3rd Weds monthly
Coventry City Centre / Zoom



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@CollaborationCov



@ConnectingForGoodCov



Lesson Title



Grade:

Subject:

Date:

Topic:

Lesson:


Lesson Focus and Goals:



Materials Needed:

Learning Objectives:

Structure / Activity:



Assessment: