

Access to Nature – Session 1

Date: 21 August 2025

Time: 2.00-4.30

Location: Overton House

Staff: Project lead, facilitator, comms team lead, influencing team lead

EbLEs: (Include names here)

Session Overview: Introduction and project outline

Session Purpose:

- Getting to know each other
- Share the purpose of this project in the context of the A2N Programme
- Clarity for EbLEs on how their stories will be used
- Group agreement
- Hearing brief summaries of the stories EbLEs want to share and how
- Begin to arrange logistics for working off-site
- Personal boundaries on sharing stories

Timings	Who	What will happen	How
1.00pm- 1.45pm 45 mins	All	Room set up – IT, refreshments, tables, stationery etc	Print out agendas, my story documents, slide presentations and reports Name badges
1.45pm - 2.00pm	All	Arrival and welcome of EBLEs Refreshments Settle in	
2.00 – 2.15	Project Lead	<ul style="list-style-type: none"> • Welcome and connect • Housekeeping • Plan for the day • Everyone to introduce themselves (including roles for staff) 	Group check in statement: Share something about nature that makes you say, 'Wow!'

2.15 - 2.30pm	Influencing Team Lead	Overview of A2N programme history and current position Why this piece of work is happening now What we want to achieve	Presentation A2N Film to be shown
2.30 - 2.40pm 10mins	Facilitator	Clarifying questions and comments	Break into smaller group discussions to hear reactions, comments and questions.
2.40 - 2.50pm 10mins	Comms Team Lead	What are we trying to achieve through creating this content/what is the purpose (storytelling element, the 'why' piece to get organisations engaged.)	Presentation

2.50 - 3.00pm 10 mins	Facilitator	Clarifying questions and comments	Break into smaller group discussions to hear reactions, comments and questions.
3.00 - 3.05pm 5mins	Facilitator	Overview of timeline	Presentation (Printouts on tables of project on a page)
3.05 - 3.15pm 10mins	Project Lead	Personal boundaries	Presentation Personal reflection. Individuals to think about their own boundaries
3.15 - 3.35pm		Break for 20 mins	
3.35 - 3.45pm 10mins	Facilitator	Group agreement for how we want to work together: <ul style="list-style-type: none"> • We listen to each other • We keep information confidential • We are respectful and kind • We can ask questions if we are unsure 	Our standard agreement plus individual needs. Emphasise respect for individual creativity as sharing the fruit of a creative process can make people feel vulnerable. (Flipchart paper for additional requirements)

		Does anyone have anything else they would like to add?	
3.45 – 4.05pm 20 mins	Project Lead	What EbLEs want to share including how and where	A simple 'round the room' sharing. We need a sense of time commitment for each piece.
4.05 – 4.25	Facilitator	Initial conversations about logistics Explain about: <ul style="list-style-type: none"> • expenses being reimbursed for materials for a piece of art • travel costs • keeping record of time spent • Ask EBLEs to complete form 	Perhaps EbLEs complete a pro-forma with Facilitators: Name, location to work in, message, availability.
4.25 – 4.30	Project Lead	Session feedback Next time (4 th September): We'll be storyboarding and looking at developing content.	
4.30	Project Lead	Close	