



REGIONAL COLLABORATION

CREATING CIRCULAR COMMUNITIES

ACTION PLANNING - TEMPLATE



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Post-Workshop Action Planning

1. Introduce Action Planning Before the Workshop Ends

Don't wait until the workshop is over—build in time for **action planning** during the final session.

How:

- Allocate 30–45 mins after the Test phase for each team to begin drafting an **initial action plan**
- Use a structured “**Action Plan Template**” with prompts like:
- What will we do next?
- Who needs to be involved?
- What resources or support do we need?
- What's our timeline (next week, 1 month, 3 months)?
- What would success look like?

[Use the Action Plan Template in the following pages]

2. Facilitate a Group Commitments Session

Turn planning into public commitment.

How:

- Ask each team or individual to briefly share their “**next step**” **commitment** with the group
- Option: Use a “Commitment Wall” or digital equivalent (e.g. Jamboard, Padlet)

3. Provide Follow-Up Support Materials

Give participants a **post-workshop packet** that includes:

- A blank copy of the Action Plan Template
- A contact list of participants to encourage follow-up collaboration
- A checklist of **funding or partnership opportunities**
- Links to **relevant W2W resources**, OERs or case studies for further inspiration

Post-Workshop Action Planning

4. Offer Optional Check-In Opportunities

To keep momentum going:

- Schedule a follow-up session (online or in-person) 4–6 weeks after the workshop
- Invite participants to share:
 - What's happened so far?
 - What support or resources do they need?
 - What's blocking progress?

You could use this to gather project stories or highlight good practices for the wider W2W community.

5. Create a "Prototype to Pilot" Pathway

Help participants move from idea → prototype → pilot by:

- Sharing a simple 1-page pilot planning guide
- Suggesting low-cost, low-risk ways to test ideas (e.g. pilot a waste tracking form in one café, or a school composting programme in one classroom)
- Offering mentorship connections (e.g. link to local food networks, circular economy advisors, regional development teams)



PARTICIPANTS

Name	Role

PARTICIPANTS

Name	Role

Regional Observations & Contextual Framework



CHALLENGES IDENTIFIED	EXISTING STRENGTHS OR ASSETS



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Regional Observations & Contextual Framework

Potential Collaborators

Potential Risks

Circular Action Plan

ACTIONABLE STEP	TIMELINE	MEASURABLE INDICATOR	RESOURCES NEEDED

Next Steps

Short Term (0-3 months)

Medium Term (3-6 months)

Long Term (6-12 months)

