



Charrette System COMPLETE Certificate Training (in-person + pre-interactive webinar) PARTICIPANT AGENDA

Tentative Time	Content/Activity
WEBINAR: OVERVIEW 11:30-2:30	
11:30	Welcome and Introduction
12:05	Meeting Purpose, Agenda
12:10	Opener
12:20	Context within the public participation process
12:25	Public Participation Assessment
12:35	Underpinnings & Challenges
1:00	Break
1:10	NCI Charrette System Overview + Charrette applications
2:05	Case Study
2:15	Q&A
2:20	Wrap-up, Next steps
2:30	Adjourn
DAY 1 (in-person): CHARRETTE PREPARATION 8:30-5:00	
8:30	Introduction + Orientation
8:45	Participant introductions
9:30	6 Principles of the NCI Charrette System, Charrette readiness, Brief review
9:40	Importance of Prep, what is prep, preview of exercises
9:55	Grand River/Michigan Ave Corridor Case Study, Read roles
10:05	Break
10:15	Core Values intro + exercise
11:05	Project Goals: intro + exercise
11:45	Lunch
1:00	Project Goals: exercise (cont.)
1:45	Objectives, Measures, Products, Team: intro + exercise
2:45	Break
2:55	Stakeholder Analysis: intro
3:10	Quadrant Diagram intro + exercise
3:40	Stakeholder Analysis: exercise + debrief
4:25	Data Prep
4:40	Place Prep
4:45	Processing and Q&A
5:00	Adjourn
DAY 2 (in person): CHARRETTE PREPARATION (CONT) + ENGAGEMENT PLANNING 8:30-5:00	
8:30	Debrief on yesterday, Q&A, Lessons Learned
8:45	Complexity analysis: intro only



8:55	Charrette System Road Map intro + exercise
9:50	Break
10:00	Charrette Schedule: intro + exercise
10:55	Budgeting + Debrief schedule/budget
11:20	Intro to Engagement Planning
11:25	Intro to Group Decision-Making
11:35	Roles
11:45	Engagement Planning: Context
11:50	LUNCH
1:00	Engagement Planning: Purpose
1:05	Practice writing Purpose
1:20	Engagement Planning: Content and Process
1:25	Types of Questions
1:35	Guiding Question Practice
1:50	Types of Questions, cont.
2:05	ORID-writing Practice
2:25	Break
2:35	Tools for Creating Cooperative Group Spaces
2:50	Selecting & Aligning Facilitative Tools to Achieve the Purpose
3:00	Tool Selection Practice
3:10	Engagement Planning: Types of Agendas
3:15	CoLab set-up & management
3:25	Online CoLab set-up & management
3:35	Engagement Planning Summary
3:40	Planning for Multiple Contingencies/Proactive Planning
3:50	Meeting Facilitation
3:55	Conflict exercise
4:05	Overview of Conflict
4:30	Managing group conflict
4:40	De-escalation techniques + sharing
4:55	Processing and Q&A
5:00	Adjourn
DAY 3 (in person): CHARRETTE PREPARATION + IN-CHARRETTE EXERCISES	
8:30-12:30	
8:30	Debrief on yesterday (plus/delta), Q&A, Lessons Learned
8:40	Facts, Feelings, Values Intro, exercise + debrief
9:30	Production & Team Management + Communication
9:40	Phase 3 – Refinement & Adoption
9:45	Evaluation
9:55	Action Planning
10:00	BREAK
10:10	In-Charrette Exercises Intro + Selecting Tools
10:20	‘To Be’ or ‘Not To Be’ Places Exercise
11:05	Vision Elements Exercises
11:50	Processing and Q&A
12:10	Admin, surveys, certificates
12:20	Adjourn