**Objective**: To introduce the Ministry’s intent, SKIP and parent-centred design process, frame the community’s vision and confirm the stages of the process

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| **Time** | **Activity** | **Details** | **Materials/Notes** | **Who** |
| **10 min** | **Welcome/ Karakia** | Welcome, housekeeping, coffee on arrival  Introduction to the day – agenda/day’s objectives: **as above** |  |  |
| **15 min** | **Introductions** | Introduce yourself in a way appropriate for you **and** what is your history with (this community)? |  |  |
| **15 min** | **Intent** | Why we are doing this project, how it came about, connection to SKIP |  |  |
| **10 min** | **Intro to SKIP** | SKIP 6 principles and how we are using Whanau Centred Design |  |  |
| **15 min** | **Intro to parent-centred design** | **Context** – Why PCD? What does it look like? SKIP’s recent focus – understanding before action; complexity; reaching those who are struggling most; experimental; join SKIP’s mission; community not organisation; informal support; partnership approach. | White board  Double diamond and 4 voices -(experience, expertise, design, intent) |  |
| **15 min** | **What we know now** | Data about your community – quick bullet points |  |  |
| **45 min** | **Framing up the vision** | **Use the SKIP 6 principles to frame up a vision based on the themes.**  In pairs - 5 minutes listening to your partner sharing their experience (as parent/family member/professional) | SKIP 6 prinicples for each group  Facilitator’s role is to signal to them when 5 mins are up.  Related to SKIP’s kaupapa. |  |
| **30 min** | **Next steps** | **Form an Innovation Group**   * organise a meeting date for interview training. * discuss how the wider community partners can be involved**.** | Who is missing that needs to be here? Innovation group are the ones doing the interviewing. |  |
| **5 min** | **Closing exercise** |  | End the day with a karakia or quote |  |
| **Total** |  |  |  |  |