

## RESOURCE PACK ROADMAP

This map has been created to help to guide you through the resources, whether you are starting from the beginning or want to use the resources to compliment work you are already doing. We want our members, their partners and the broader public, community and voluntary sectors to be able to use these resources and this map will show you how.

### STAGE ONE: WHAT IS IT ALL ABOUT?

I want to know about the resource pack and how it might be useful for me and my community.

We would recommend you start by reading:

- Guide for Members and their Partners
- Facilitator Pack introduction and background to the programme, including the critical success factors

Both of these documents tell you the history, purpose and approach we have taken and will help you understand if this is the right programme for you.



### STAGE TWO: READY TO EXPLORE

I want to start talking to other people in my community about this now.



Before you start to do this we would recommend taking a look at:

- Co-designing with my community sector in the Facilitator Pack
- The tips on community engagement pages in the Promotional Toolkit
- Also, take a look at the activities in the Playbook

This will help you to engage with the community in a way that will form a co-created and inclusive programme that matches what people want and need.

### STAGE THREE: STARTING OFF

I know that people want a local programme so what do I do now?

This is great news! Now you are ready to get going. What you need to do now is work with your local community and wider stakeholders to agree when, where and how you will deliver your programme.

To help you do that have a look at

- The before you get started check list in the Facilitator Pack
- Look at the Playbook as part of your co-design so you can work out how this will best work for you

Working through this and co-designing your approach together will ensure your programme is community focused and relevant.



## STAGE FOUR: GETTING PEOPLE TO TAKE PART

We have co-designed a programme with the community, we know when, where and how we want to run the programme, how do we get people to take part?



You have already done the groundwork for this by working with your community and you need to use recruitment strategies that work for you and make sure you reach a diverse audience in your community. Take a look at:

- The Promotional Toolkit which outlines how to promote your programme and gives tips on social media etc
- We have also developed a series of templates, logos and quotes from previous programmes that you can use to help recruit people
- Also, make sure before you start the programme that you get all participants to complete the baseline skills questionnaire so that you can show the impact your programme is making
- There are also a series of calendars called 365 Citizen Leadership that can be used each month to engage people in the programme beyond the group taking part



## STAGE FIVE: DURING THE PROGRAMME

My programme starts next week, what do I need to do?

Ok, so now you are about to get started there are number of things we would recommend you read to help you do this (some of these you will have read before):

- The Guide to Members and their Partners
- The Facilitator Pack, including before your first session section and during the programme tips
- Mark the activities in the Playbook you are going to use each day, week etc

These three documents will be useful throughout the programme and are designed to work together to give you a complete guide to running the programme. Remember you can get in touch with us if you need further help.

## STAGE SIX: MEASURING THE IMPACT

I am about to finish my programme, what do I need to do?

Ok, so now it's time to make sure you have celebrated the achievements of your group and showed the impact. Here are the tools we have for this:

- Give each participant a certificate using our template
- Ask everyone to complete the Skills Questionnaire again so you can show the difference and gather quotes
- Refer to the Promotional Toolkit which gives you hints and tips on sharing your story

## STAGE SEVEN: LEAVING A LEGACY

I don't want things to end here, what can we do?

It is important to leave a lasting impact from each and every programme so to help you do this we have:

- The 365 Days of Citizen Leadership calendars which set out small ways people can explore, connect with and make a difference in their communities
- We have a case study template which you can use to share stories of success
- There are hints and tips in the Playbook and Facilitator Guide to help you work with the participants to agree how they want to stay connected as a group