

## Visioning Voices

### Urban Trails and the Crossroads of New York State DRAFT

October 30, 2018

#### WORKSHOP ACTIVITIES FACILITATION NOTES

6:00 – 7:30 pm

##### Set up

- Table for sign-in, and tables and chairs for the workshop will be set up prior to everyone's arrival. We will have 7 or 8 table groups of 6 to 7 people. People will likely be eating dinner at the tables before the workshop so we will need to notify them a few minutes before 6:00 that we will be starting the workshop shortly.
- Each table group will have an envelope with loose materials, plus an easel, foam core with large question/matrix sheet and a map of one or four downtown segments.
- Each table will have a grad student(s) as facilitator and a notetaker/recorder (either an undergrad student or VV committee member)

##### Workshop Organization and Introduction – 2 minutes

- Prior to the start of the workshop Maren will explain the purpose and organization of the workshop. The downtown extent of the Empire State Trail is divided into four zones. Each participant will select a zone they prefer to work on, and we will try to accommodate that in distributing people to separate tables. (Two tables each of zones 1, 2 and 3; one table of segment 4)

##### Table introductions and Ice Breaker activity - 10 minutes

- Introduce yourselves and welcome everyone. Ask everyone at the table to introduce themselves and to tell a brief story or memory (less than one minute) about downtown Syracuse or an experience walking or bicycling.
  1. Obtain permission to record these stories on digital recorder or phone for documentation. Notetaker write major elements of the story on flip chart paper (clipped to foam core).
  2. Start Activity 1

##### Activity 1 – Local Knowledge: Sharing What You Know – 40 minutes (10 - 12 minutes each question)

- There will be three questions that the group will be answering about existing characteristics of the downtown. These will be posed and recorded separately:

Workshop  
Introduction  
2 minutes

MATERIALS  
11x17 maps of  
downtown trail zones

Table introductions  
10 minutes

MATERIALS  
Digital recorder or  
phone recorder

Flip chart sheet  
Chart markers

1. What are the existing strengths, resources and special characteristics of/in this segment? (yellow dots for mapping)
  2. What are characteristics or qualities that you would change in this segment if you could? (green dots for mapping)
  3. What are underutilized resources that could be used to better advantage in this segment? (red dots for mapping)
- Have the matrix sheet on the easel and the map on the table. Explain that the matrix sheet is going to be used for posting responses to the questions being asked. Point out the questions and the categories that will be used to sort their responses. Place the map on the table with dots close by.
  - For each question use the following procedure:
    1. Pose the question and ask participants to write responses on individual post it notes. Encourage them to provide three to five answers. Allow about one minute.
    2. *Facilitator goes around the group having each person give one of their responses and their suggestion for which category it best fits in. Recorder place the post it note on the matrix where directed by them.*
    3. If their response is mappable, have the person place a colored dot corresponding to the question color on the map and number it. That number should also be written on the post it note.
    4. Continue around the group until all responses have been shared and recorded. (or until 10 minutes is up whichever is first)
  - Complete same process for all three questions.

**Activity 2 – Determining themes and patterns**– 10 minutes

- Once the questions have been answered, facilitator ask the table group to take a good look at the responses to see if they see areas of emphasis or patterns that are evident within or between the questions and the categories.
  - *Suggest that they think about this step as developing preliminary goals for this segment. What do they think they would like to try to achieve or aim for, given their response to the three questions? Are there any goals or ideas that seem to be emerging, things that could be accomplished by building on existing resources, making changes and/or*

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| <p>Activity 1<br/>40 minutes</p> <p>MATERIALS</p> <p>Easel</p> <p>Matrix sheet clipped on foam core with binder clips</p> <p>Aerial Map of segment</p> <p>Colored dots – yellow, red, green</p> <p>Post it notes</p> <p>Pens/pencils</p> |
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| <p>Activity 2<br/>10 minutes</p> <p>MATERIALS</p> <p>Flip chart sheet</p> <p>Chart markers</p> |
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*taking advantage of underutilized resources? (For example, Reactivate Vacant Land)*

- Ask for volunteers to describe one or more themes or ideas that come to mind.
- Notetaker write basic ideas expressed on flip chart paper.
- If there are multiple ideas, group should decide on one to take to next step. (Can vote with dots if necessary)

**Activity 3 – Brainstorm Actions** – 10 minutes

- In this step your group will propose actions that can contribute to achieving the preliminary goal or big idea that they chose in Activity 2.
  - *Facilitator, explain that actions are a way of achieving goals. There are many types of actions. These actions might be temporary interventions, physical improvements, partnerships, studies, programs and activities, or publicity and marketing.*
- Give everyone a minute or so to think about some ideas and write them down if that helps their process.
- Facilitator, starting with one person, go around the group with each giving a response. Recorder write responses on flip chart paper. Keep track of repeat ideas and put tally next to response.

**Activity 4 – Report Back** – 15 minutes ( 2 minutes each group)

- Each group should select one member to report out on the major findings and actions that they created through their work together.

**Session Evaluations**

Encourage all participants to fill out an event evaluation form. There are some in your materials packet.

Activity 3  
10 minutes

MATERIALS

Scrap paper

Flip chart sheet

Chart markers