



ACT-ivate

HALF DAY

**Enough time to
go deep and
apply the WFG
Act to your
team's work**



A well-designed half-day moves between theory and experience, gives people time to think, and ends with something they can actually use.

HALF DAY TRAINING

1. **You will be presented with multiple 'Catalysing Action' cards.** Choose the ones most appropriate for your audience to define your workshop structure.
2. **Lead with a spark card.** Get your participants warmed up and ready to engage with the Act.
3. **Choose 2 - 3 flame cards or one fire card,** depending on how much detail and variation you would like in your session.
4. **If energy is low, throw in a spark card** two thirds of the way through.
5. **Close the session with the commitment card.** People remember what they decided, not what they were told.

WORKS WITH



Act.ivate Consequence to open with something that challenges assumptions early.



Act.ivate Commitment Card to close with action rather than summary.





ACT-ivate

HYBRID



**When you get
hybrid right,
you get the
best of every
room.**

Hybrid training reflects the reality of how public sector teams actually work - dispersed, busy, and rarely all in the same place. **Design for remote participants first.** If the online experience works, the in-room experience will too. The reverse is rarely true.



HYBRID

1. **You will be presented with multiple 'Catalysing Action' cards.** Choose the ones most appropriate for your audience to define your workshop structure.
2. **Lead with a spark card.** Get your participants warmed up and ready to engage with session – not their emails.
3. **Choose 1 - 3 flame cards or one fire card,** depending on how much detail and variation you would like in your session.
4. **Appoint an in-room champion for remote participants,** someone whose job is to bring their voices into the conversation before the room fills the space.
5. **Use digital-first tools for every activity.** When in-room participants use their phones or laptops alongside remote colleagues, two tiers become one.
6. **The chat is a lifeline for remote participants.** Use your in room champion to read it aloud, respond to it and treat it as part of the conversation.

WORKS WITH



Act.ivate Agreement to set shared ground rules before the format creates two tiers.



Act.ivate Commitment to end with something that lands equally for everyone.





ACT-ivate

LUNCH AND LEARN

**Catalyse Action
without eating into
the working day**



The WFG Act can feel like its asking for the moon on a stick until it lands in a room. **A lunch & learn creates an unobtrusive space where colleagues encounter the asks within a meaningful conversation.** Done well, it plants a seed that grows long after the sandwiches are cleared away.

LUNCH AND LEARN

1. **You will be presented with multiple 'Catalysing Action' cards.** Choose the ones most appropriate for your audience to define your workshop structure.
2. **Resist the urge to cover everything.** One idea that genuinely lands beats five that wash over people.
3. **Lead with a 'spark' card.** The activity should take no more 10 minutes.
4. **Make sure you design your content to be engaging** – refer to Act-ivate Knowledge for help.
5. **Choose your main activity and spend no more than 30 minutes delivering it.**
6. **Close the session with the commitment card.** People remember what they decided, not what they were told.

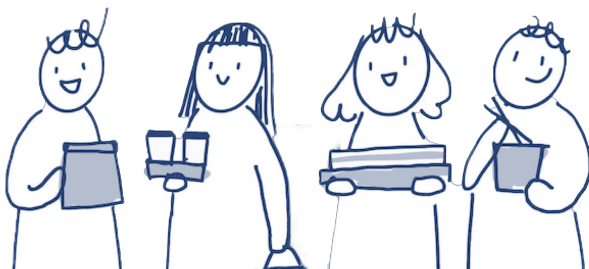
WORKS WITH



Act.-vate Beginnings to warm a room that hasn't chosen to be there.



Act-ivate Commitment to make sure something leaves the room with them.





ACT-ivate

ONE DAY TRAINING

A full day is a **rare gift design with reciprocity in mind**

A day together allows space for a genuine shift. The morning builds the foundations, the afternoon gives space for creative thinking.



ONE DAY TRAINING

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2. **Lead with a spark card.** Get your participants warmed up and ready to engage with the Act.
3. **Choose 2 - 3 flame cards for the morning session to begin exploring the Act with your team/s.**
4. **Remember, lunch is part of the design.** Allow participants time to explore their location. Creative thinking is often most forthcoming between actives.
5. **The afternoon needs a jolt so open it with a spark card** to get participants' energy up ahead of a deep dive with one of the fire cards.
6. Close the session with activate commitment . People remember what they decided, not what they were told.

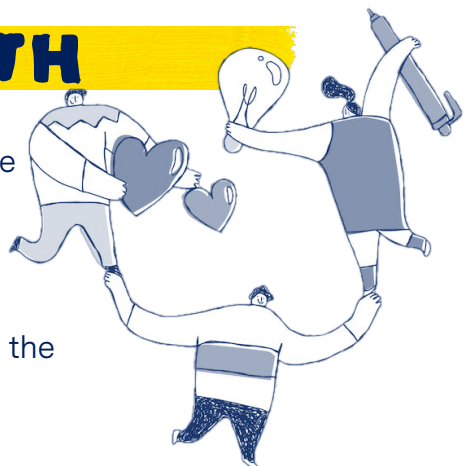
WORKS WITH



Act-ivate deep roots to give the afternoon session genuine depth.



Act-ivate story Harvest to capture what shifted during the day.





ACT-ivate

VIRTUAL TRAINING

The screen can be a constraint but good design will win over your audience.



Virtual training isn't just a backup for when budget doesn't allow to meet in person. It's a **canvas for a different kind of experience**. By leaning into the intimacy of the screen, we can **break down hierarchies and explore the Sustainable Development Principle** in ways that are messy, democratic and deeply human.

VIRTUAL TRAINING

- 1. Treat the screen as a portal rather than a barrier,** designing screen first moments that turn technical constraints into creative play. Make the most of virtual whiteboarding tools such as Kahoot, Miro, Fig Jam, Lucidspark, Mentimeter, Slido, Excalidraw and Group Map to gamify your time together.
- 2. The chat box becomes a high energy side stage** where every thought is valid and the quietest voices carry as much weight as the person with the mic.
- 3. Use breakout rooms** to create small safe huddles where people can get into the nitty gritty. Start each one with a spark card aimed at building trust and connection.
- 4. Swap high intensity fire cards with creative time outs using spark cards.**
- 5. Build offscreen breathers that makes sure people step away form the screen** – task them with collecting something away from their desk!
- 6. Finish with commitments – help participants to make them visual and share in ways that build connection.**

WORKS WITH



Act-ivate priorities – create a digital garden that can be manipulated by participants.





ACT-ivate

SELF GUIDED TRAINING

An **introductory**
primer for those with
no prior **knowledge**
of the WFG Act



Self-guided training offers privacy, peace, and the freedom to sit with an idea without the pressure of a room full of people. For some people, that's exactly what they need first.



SELF GUIDED TRAINING

1. Just because this training is self guided it doesn't mean the participants journey has to be a solo one.
2. **Build enthusiasm for the training** in a team meeting or pre-training email and encourage participants to see the relevance of the wonderful WFG Act for their work, and their place in the organisation.
3. **Signpost the human support available — a buddy, a trainer, a network.** Self-guided doesn't have to mean alone.
4. Refer to all the online resources that exist to help implement the ideas they will have learned about.

WORKS WITH

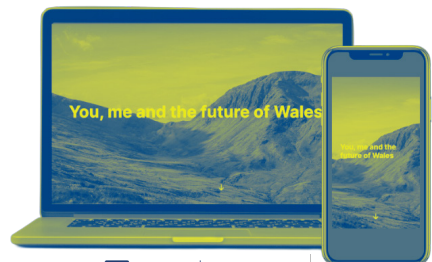


Act-ivate Four Weeks Later to find out if anything stuck.

KEY RESOURCES

The Open University Open Learn - You me and the future of Wales

Developed in partnership with the Future Generations Commissioner for Wales, Welsh Government and The Open University in Wales.





ACT-ivate AWAY DAY

**The right place
changes what
people think is
possible**



Getting out of the building isn't a perk - it's a design **decision**. When people are physically removed from their desk, their inbox, and the habits of their working day, they **think differently**. An away day, done well, **makes the long-term feel reachable and the systemic feel personal**.

AWAY DAY



1. You will be presented with multiple 'Catalysing Action' cards. Choose the ones most appropriate for your audience to define your workshop structure.
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3. Choose 2 - 3 flame cards for the morning session to begin exploring the Act with your team/s.
4. Remember, **lunch is part of the design.** Allow participants time to explore their location. Creative thinking is often most forthcoming between actives.
5. **The afternoon needs a jolt** so open it with a spark card to get participants' energy up ahead of a deep dive with one of the fire cards.
6. **Close the session with the commitment card.** People remember what they decided, not what they were told.

WORKS WITH

Act-ivate the Future — Visioning to use the distance from the office for bold thinking.

Act-ivate Commitment to bring the day back to earth before people leave.





ACT-ivate



TWO DAY TRAINING CAMP

If you don't have time to spend two days on embedding the Act, then you probably need it more than most.



The deepest change happens when people have enough time to exhaust the obvious answers and reach the interesting ones. A two-day camp creates the conditions for genuine transformation. There is huge value in getting teams away from the familiar, with enough space to think boldly, enough rest to think clearly, and enough shared experience to trust each other by the end.

TWO DAY TRAINING CAMP

1. **A two-day workshop can provide great variety for your participants, and really find ways to embed the WFG principles beyond theory.** We recommend using the time for a mix of hands on learning, reflective practice, and action planning. This is an opportunity to disrupt the status quo and ignite innovation.
2. Before you begin, **choose a location that works with the theme of your learning.** For example, are you working on co-production, choose a location which allows you to explore some of the issues around power/agency and change.
3. **Day one is about building trust,** learning key ideas, and reflecting on the work that must be done. You have the luxury of time so lean towards flame cards centred on your area of learning.
4. **The evening is part of the programme.** A shared meal, a creative provocation, a bonfire conversation - something unstructured enough to feel like rest but purposeful enough to keep the thinking alive. A guest storyteller, a community group, a local artist, a commissioner from the future. Make it memorable.
5. **If possible, start day two with a site visit to an inspiring case study that encompasses the learning from the previous day.**
6. Move through to your remaining exercises and remember to throw in spark cards as needed to keep the group connected
7. Ensure that you close with a form of commitment that allows the group to capitalise on the connections made. Make sure that the investment of time and resource, pays future dividends in a networked group of WFG Champions.

WORKS WITH



Act-ivate Co-Production Pathways – Use the time away from the office to focus on difficult subjects such as culture change.