

PMA Agenda template & Example

This is a companion to the <u>Highlander People's Movement Assembly Planning Worksheet</u>. See also the <u>Popular Education Planning Worksheet</u> for another handy pop-ed planning tool.

Facilitators:
Date/Time:
Location:
Select one: On site / Virtual / Hybrid
Overall time available (in minutes):
Overall Goals/Purpose: "The purpose of the Peoples Movement Assembly in [community] is to
Objectives specific to this Assembly: _Participants will come together and define the issues that
impact the community, they will collectively decide the needs they have as a community to feel
safe and prosperous, will come away with knowledge for effective strategies to meet those
needs, and actions steps to complete those
strategies.

Notes for the Planning and Facilitation Team using this template:

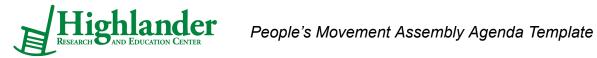
This PMA Agenda Template can work well for a group who's never convened together before, but be sure to consider the context of your PMA and what the objectives are. Reconvening a group would involve considerations of what came before and what needs to happen next to keep things moving forward toward the group's overall goals.

There are 5 main parts in this PMA Agenda:

- Opening
- Problems and Causes
- Utopian Vision
- Actions and Next Steps
- Closing

This example PMA is 4 hours long. It's possible to shorten the length by planning the opening and closing with one main breakout group activity instead of three.

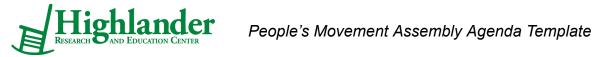
Click forward to the Agenda Outline Agenda Plan Detail



Agenda Outline:

Times provided are simply provided as an example. In this example, the PMA is 4 hours long.

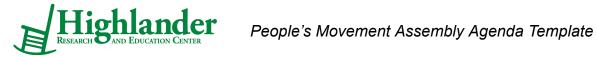
Time	Activity Description
Time	Activity Description
10 min	Grounding, opening with spirit and culture
15 min	Introductions & Agreements
30 min.	Breakout group 1: Problems & Causes What is (are) the problem(s) in our community? Who is causing it? Name the people. Name the institutions. Name the companies. Notice patterns. What are the root causes?
15 min.	Shareback 1: Problems & Causes
15 min	BREAK
25 min	Fishbowl Activity: Vision What is our Utopian vision of a community or world where this problem does not exist? Push everyone to imagine beyond the current reality and systems and root causes.
15 min	deleted
10 min	BREAK
30 min	Breakout 3: Action What are immediate next steps that can be taken in the direction of that vision? What can we do together?
15 min	Shareback 3: Action
15 min	BREAK and Gallery Walk / Notes review
30 min	Collective decision-making, prioritizing of next steps, commitments.
10 min	Evaluation and debrief - How did the assembly go? What worked? What would we change?
5 min	Closing with spirit, culture



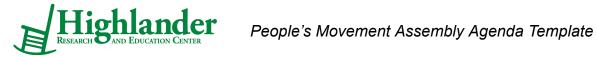
Agenda Plan Detail:

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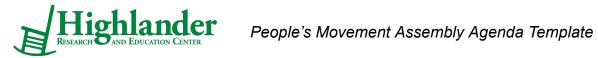
Time	Activity Description	Tech and Materials
10 min	Grounding, opening with spirit and culture Facilitator: Objective for this section: Open by honoring all that went in to being together. Participants connect in a warm, relaxed, fun setting. How will you and participants know this objective was achieved? What will you do / say?: What will participants do?:	Song lyrics sheets Plush toys to toss
15 min	Introductions and Agreements Facilitator: Introductions (everyone) Agreements& values Objective for this section: _Clarify the agreements participants will abide during the assembly. Clarify the values folks will move from How will you and participants know this objective was achieved? What will you do / say?: introduce everyone on the team, thank everyone for coming, explain goal of PMA, agree to common terms for zoom etiquette, accessibility concerns, and inclusive language What will participants do?:Detail their values, any accessibility and inclusion concerns, any questions for the	Butcher paper



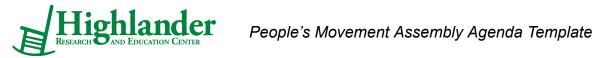
	content of the PMA	
30 min.	Breakout group 1: Problems and Causes What is (are) the problem(s) in our community? Who is causing it? Name the people. Name the institutions. Name the companies. Notice patterns. What are the root causes? Facilitator: Objective for this section: Clarify the problems, including the specific actors and root causes, impacting the community How will you and participants know this objective was	Blank Google Slides for notetaking
	achieved? What will you do / say?: What will participants do?:	
15 min.	Shareback 1: Problems and Causes What is (are) the problem(s) in our community? Who is causing it? Name the people. Name the institutions. Name the companies. Notice patterns. What are the root causes? Facilitator: Objective for this section: Clarify the problems, including the specific actors and root causes, impacting the community. Hear back from breakout groups.	Tape
	How will you and participants know this objective was achieved? What will you do / say?:	



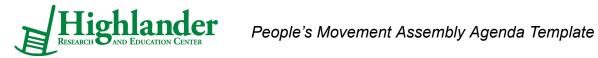
	What will participants do?:	
15 min	BREAK	Music
25 min	Activity: Vision What is our Utopian vision of a community or world where this problem does not exist? Push everyone to imagine beyond the current reality and systems and root causes. Facilitator: Objective for this section: How will you and participants know this objective was	Markers
	what will you do / say?: What will participants do?:	
15 min	Shareback 2: Vision What is our Utopian vision of a community or world where this problem does not exist? Push everyone to imagine beyond the current reality and systems and root causes. Facilitator: Objective for this section: Clarify the community's utopian vision How will you and participants know this objective was achieved? What will you do / say?: What will participants do?:	Screenshare slides



10 min	BREAK	Music
30 min	Breakout 3: Action What are immediate next steps or actions that can be taken in the direction of that vision? What can we do together? Facilitator: Objective for this section: Clarify actions that can be taken collectively. How will you and participants know this objective was achieved? What will you do / say?: What will participants do?:	Handouts Pens
15 min	Shareback 3: Action What are immediate next steps or actions that can be taken in the direction of that vision? What can we do together? Facilitator: Objective for this section: Clarify actions that can be taken collectively. How will you and participants know this objective was achieved? What will you do / say?: What will participants do?:	Blank Butcher Paper
15 min	BREAK and Gallery Walk / Notes review Facilitator:	Tape Extra Butcher paper



	Objective for this section: How will you and participants know this objective was achieved? What will you do / say?: What will participants do?:	labeled "Patterns" Post-its Pens
30 min	Collective decision-making, prioritizing of next steps, commitments. Facilitator:Objective for this section: Decide collectively what the priorities are, what the next steps need to be, what commitments you're making individually and collectively. Come away with energy and excitement about next steps. How will you and participants know this objective was achieved? Clear next steps with assignments and deadlines. What will you do / say?:	Post-its Pens
10 min	Evaluation and debrief - How did the assembly go? What worked? What would we change? Facilitator: Objective for this section: Participants reflect on the objectives for the assembly and share what worked to help the group meet those objectives, as well as what could be changed to better help the group meet the objectives	Butcher Paper Post-its



	How will you and participants know this objective was achieved? What will you do / say?: What will participants do?:	
5 min	Closing with spirit, culture Facilitator: Objective for this section: Provide closure to the space. Honor the time spent. Send people away feeling good and hopeful. How will you and participants know this objective was achieved? What will porticipants do?:	Song lyrics
	What will participants do?:	