

Enhancing Collaboration on Private Sector Engagement (PSE) Workshop Agenda

Time: 7 hours total over two days

Facilitation Plan

Set Up

- Post-its, markers, sharpies and masking tape
- 4 flip chart pages on walls
- Several flip chart pad and easel
- Flipcharts with PSE Guide pages on them (2 slides/flipchart printed in advance)
- Prepared questions on flipchart paper for group work, e.g. Peak Experience, PSE Guide Gallery Walking Tour; Planning Session
- Table set up

Objectives:

- **Map activities** by the Bureau that generate research, pilots, and content related to how each sector influences economic growth (EG), private sector engagement, blended finance, and multi-sectoral collaboration.
- **Introduce the Bureau's plan to establish a technical officers Cohort** and discuss other potential stakeholders/users of information on private sector engagement (PSE)
- **Begin to establish plans** to: systematically capture, curate and organize all of this learning in an easy-to-access way; disseminate it to the future Office Directors cohort and other stakeholders in a manner that is timely, accessible and digestible and builds on existing platforms; and measure how learning is being used and applied to the core USAID work.

Facilitator: LEARN

Time slot	Activity	Materials/ Notes
<p>1:00pm - 1:30pm 30 min</p>	<p>Welcome Quick Welcome</p> <p>Icebreaker - Find someone in the room whom you do not know well or have not worked with much and interview them using the following questions:</p> <ol style="list-style-type: none"> 1. Name 2. Role/Position vis-a-vis PSE 3. Comfort level with the realignment from Resource Management to Resource Mobilization on a scale of 1-10 (If necessary, ask participants to offer up definitions so all are on the same page.) 4. Expectation of the Workshop - what do you want to leave with. <p>Report out from pairs.</p> <p>Record Expectations on a flipchart and refer to during agenda explanation.</p> <p>Overview of objectives of the session and walk through of Agenda</p>	<p>Flipchart to record words</p>
<p>1:30-2:40 pm 70 min hrs (if 8 stories)</p>	<p>Peak Experience with PSE/PSE Knowledge Sharing</p> <p>Objective: To generate examples/stories of successful practices of what has worked in PSE/PSE Knowledge Sharing within USAID and to identify how participants used the various resources available to them in the USAID PSE space. It will help reinforce what does/networks/resources exist to avoid duplication and highlight how to access and really use the existing resources.</p> <p>In advance, prepare an interview capture sheet and on a flipchart write the interview prompts.</p> <ol style="list-style-type: none"> 1. Have participants pair off preferably with someone they do not know well. Provide each participant with an interview/story capture sheet. (5 min) 	<p>Interview Capture Sheets Resource Guide pages on flip chart paper</p>

	<ol style="list-style-type: none"> 2. Explain that we want to learn about a peak experience they have had in working in the PSE space/or in PSE promotion space - What was that peak experience? What made it a peak experience for you? Why do you call it a peak experience? What role did you play in that peak experience? Ask the participants to capture the main points of their partner's story on the interview capture sheet so that they can report out their partner's story. (15 min) 3. In a round robin fashion, have participants report out their partners' stories. As they report out, listen for enabling factors and write on a flipchart - ask other participants if they heard of any enabling factors. Ask interviewee what enabling factors were present. (30 min) <p>In advance hang pages of PSE Resource Guide on the walls about the room. At each station hang a Sharpie marker by a string from each page. Use a particular color for each station/page.</p> <ol style="list-style-type: none"> 4. Next give each pair a sheet of colored dots. Ask the pairs to take a walking tour of the Resource Guide Gallery to find where their partner's peak experience story links to different resources in the guide. When they identify a resource they used/drew in their story, then have them place dot next to that resource on the flip chart page. They should also color the tile on their interview guide and write a quick note what the resource was they used related to that resource page. Encourage them to visit each set of resource pages. (10 min) 5. Return to the larger group and share out what they noted as links to their stories and what they wish they had known/used. (10 min) 6. Summarize noting what resources seem most used/least used, why resources accessed, etc. 	
2:40-2:55 (15 min)	BREAK	
2:55-4:05	Knowledge Life Cycle and Key Definitions	Flip chart paper

<p>90 min</p>	<p>Objective: To ground participants experiences in the knowledge cycle with the aim of reinforcing utilization.</p> <p>Key Definitions re Knowledge The session explores the diagram of Learning/Knowledge Lifecycle</p> <p>Generate Organize Disseminate Apply/use Repeat</p> <ol style="list-style-type: none"> 1. Present the knowledge lifecycle diagram. (5 min) 2. Ask participants to reflect on their peak experience. In which aspects did their peak experience primarily live? (2 min) <p>Dialogue in plenary (30 min)</p> <ol style="list-style-type: none"> 3. Next ask the participants about utilization. <ol style="list-style-type: none"> a. What is role of “utilization” in their peak experience? b. What does success look like in PSE promotion? 4. Have a discussion in plenary on the theme of utilization: Ask participants to identify examples of their favorite knowledge product from this past year. <ol style="list-style-type: none"> a. How did you socialize it? b. Who is using it? c. How did you socialize it? d. What is a favorite K-product you used this last year. Whose K-product was it? How did you use it? And how did you identify it. 5. Next have a discussion around measuring utilization. What has worked well? What not so well? (scribe) 	<p>Markers Diagram K-cycle Flipcharts with words to be defined</p>
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6. Wrap up by comparing and contrasting how participants find and use K-products.

Key Definitions re: PSE

Objective: To create/validate a common understanding of USAID's PSE approach/key terms.

Arrange the tables in a large circle. Ask participants to sit around tables in a circular formation. They can sit alone or in pairs depending on the size of the group. (5 min)

7. **Write key words to be defined on the top of a flipchart.** Give each person or pair a flipchart with a word. Ask them to start the definition: e.g. "PSE is...." "PSE is not..." And put down a one line definition and "non-definition" that is what it is not. Once everyone is done with their one line definition, have them pass it to their right.
8. With the new word, have them read the existing definition and either make a "check mark" if they agree with it then supplement with an "And...." and/or "an "X" if they disagree and add a qualifying statement/new definition/refinement. **Have them pass it to the right. Repeat until the definitions are complete - maybe four or five rounds. (10 min)**
9. Give back to the originator to review the feedback and consolidate/present out for discussion and if possible consensus on the definition. **(10 min)**
 - a. Possible words to be defined:
 - i. PSE
 - ii. EG
 - iii. Cross Sectoral
 - iv. Multi-sectoral
 - v. Effective ENgagement
 - vi. Evidence/Evidence-base in the PSE space

	<ul style="list-style-type: none"> vii. Resource Mobilization viii. PSE Relationship ix. Field/HQ Collaboration <p>10. Ask participants to think back on their stories and identify where the stories reinforced the definitions and/or where they ran counter to the definitions. (5 min)</p> <p>11. Ask participants about clarity of definitions and how these terms are being messaged across the agency. Consistently? Inconsistently? What is the impact on utilization? Impact on improving outcomes?</p> <p>12. Draw out some preliminary conclusions before moving on to the next topic. (10 min)</p>	
4:05 - 4:20 15 min	<p>Wrap up</p> <p>Ask participants to recap what they have discussed.</p> <p>3 Takeaways (related to adaptation) 2 key connections you have made to internal resources 1 Lingering question</p> <p>Record on flipchart.</p> <ol style="list-style-type: none"> 1. Recap the objectives/agenda for Day 1 and reference expectations flip chart. 2. Go over the next day's agenda - confirm who will be there. 	Markers Post its Flipchart
	DAY 2	
1:00 - 1:15 15 min	<p>Welcome</p> <ol style="list-style-type: none"> 1. Midnight musings - what came to you since yesterday that sparks a new idea, question or observation? 2. Revisit Objectives/Agenda/Expectations for the day 	Agenda on flip chart paper Expectations list

	<p>3. Are there any topics/questions that we need to try and touch on today? Capture in parking lot.</p>	
<p>1:15 - 2:45 90 min</p>	<p>Upcoming PSE Knowledge Sharing products/events</p> <p>Objective: To surface upcoming PSE events/efforts that participants have on their plate and explore what role a cohort of technical division officers could play in PSE-related work to drive uptake and utilization.</p> <ol style="list-style-type: none"> 1. Explain to participants that now we want to look to the future. Ask them to reflect for a minute and note down 2-3 upcoming knowledge products and events that they are involved in or have heard of. Timeframe - next 6 months. Ask participants to share them out and list on flipchart paper 2. Ask participants to work in pairs and to focus on one of their examples of upcoming PSE knowledge sharing products/events. (20 min) <ol style="list-style-type: none"> a. Affirm how it fits more appropriately in the resource mobilization camp than resource management. b. Analyze it from a cross sectoral perspective. Is it meeting the expectation to be cross sector enough to be successful? c. Identify their dissemination strategy <ol style="list-style-type: none"> i. What roadblocks do they anticipate? What is their strategy for dealing with roadblocks and is there anything they have learned/heard thus far that they think they could draw on to mitigate roadblock? d. How will they move from dissemination to ensuring/securing/measuring utilization. e. Offer tips/guidance to partner. <p>Share back of key points and learnings (15 min)</p>	<p>Coat of Arms Templates Flip charts Markers Tape</p>

	<p>Introduce the technical Cohort idea as a possible tool to facilitate capacity building of staff capacity and creating enabling factors to help them apply PSE to achieve resource mobilization for economic growth in their sectors of interest. (3-5 min)</p> <p>Presentation on the an existing technical Cohort as an example Presentation: 10 min Q&A: 10 min Q&A</p> <p>Cohort Coat of Arms (30 min)</p> <p>Break into three groups (count off, ensure diversity)</p> <p>Objectives:</p> <p>Questions to explore to build out the coat of arms:</p> <ol style="list-style-type: none"> a. Who has been part of a cohort? What worked well/not well? b. What would such a cohort look like? Use the following prompting questions to fill out each quadrant of the coat of arms: <ol style="list-style-type: none"> i. Quadrant 1: Who are the primary participants? What is profile of the type of person to participate in this cohort? ii. Quadrant 2: What would its purpose be? What needs being met and whose needs are they? iii. Quadrant 3: How would it differentiate itself? What examples from the Agency or elsewhere would/should it emulate? iv. Quadrant 4: How would it function to fulfill its purpose? E.g. How would skill building happen? How would cohort draw on/leverage technical experts at HQ and vice versa? How would its members get to utilization? 	
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	Table coats of arms on to the wall.	
2:45 - 3:00	BREAK	
3:00 - 3:50 30 min	<p>Gallery Walk (10 mins)</p> <p>Have 1 person remain with their coat of arms to explain the coat of arms.</p> <ol style="list-style-type: none"> 1. Other members circulate to another coat of arms to hear the presentation and ask questions. They should compare and contrast with what they produced. <p>Share Back (10 min)</p> <ol style="list-style-type: none"> 1. In plenary, ask participants to share out what they learned/saw/heard in the gallery walk along the lines of: <ul style="list-style-type: none"> ● Most compelling aspects ● Areas of concurrence ● Remaining questions/concerns <p>Mutual requests (30)</p> <ol style="list-style-type: none"> 1. Ask participants to think about Cohort and the vision of what the cohort should be per their coats of arms. 2. Ask them to think about their own roles in PSE across the agency 3. Ask what they think the Cohort needs to be successful? 4. Individually or in pairs of colleagues from the same offices, ask them to reflect on the following and capture on flip chart paper: (10 min) <ul style="list-style-type: none"> ● What does the cohort need to be successful? ● What roles could your units play? ● How can you measure success? ● What do you need from the Bureau and What does the Bureau need from you? 5. Share out and discuss. (10 min) 	<p>Flip chart paper Markers</p> <p>Example of cohort</p>

	<p>6. Return to the list of upcoming PSE/PSE & knowledge sharing events that participants are working on over the next year. For the one they build out, have them reflect on the following questions and record on flipchart:</p> <ul style="list-style-type: none"> a. What role could the cohort play once it is stood up? b. What do you need from the Bureau and What does the Bureau need from you? (5 min) <p>7. Capture these ideas on flipchart (5 min)</p>	
<p>3:50 - 4:10</p> <p>20 min</p>	<p>Wrap-up</p> <p>Review what had been covered over the two sessions Write down: (8-10 min)</p> <p>I learned... I will... I wish...</p> <p>Popcorn responses from the room (5 min)</p> <p>Evaluations (5 min)</p> <p>Thank you from leadership (1 min)</p>	<p>Flip chart paper Markers</p>