

Suggestions for how to workshop the model

You may decide to workshop the good corporate citizenship assessment model. When testing the model, NHS organisations found a workshop a very effective way to bring people together to share experiences and join-up thinking and action around good corporate citizenship in their organisation.

Here are some **top tips** and a suggested **time schedule** to help you workshop the model. Use these in conjunction with the PowerPoint presentation and printable version of the model.

Top Tips for a successful workshop

- 1) Invite about 10-15 people from different areas of your organisation e.g. chief executive, human resources director, estates manager, procurement officer.
- 2) Try and secure Board level support. Invite the Chair and Non-Executive Directors to champion the agenda.
- 3) If your organisation does not have direct influence over areas of work, for example your catering or facilities management is undertaken by a private sector organisation, invite them to the workshop too.
- 4) Adapt and use the PowerPoint presentation from the homepage to present the case for good corporate citizenship and to introduce the assessment model.
- 5) Invite a senior member of staff to talk about the good practice underway in your organisation.
- 6) Decide on a few areas of the model to focus on (you may not have the time and energy to complete all six).
- 7) Have a good lunch, preferably sourced from local providers of healthy food.
- 8) Using the printable version of the self-assessment test from the homepage, break into small groups to collectively discuss and decide how your organisation scores on the model across the different topics.
- 9) In the same groups make storyboards to illustrate current good practice. Describe how and why your good practice came about. Think to the future and imagine what your organisation could be doing across the topic area. Make a note of your good practice and future actions to help you fill in the web-based self-assessment test.

10) Have a discussion about the next steps. How are the people in the room going to help your organisation become a good corporate citizen? Use the resources and case studies from the website to help give you ideas and guidance.

11) Nominate a person to fill in the online self-assessment test based on the results, good practice and future actions collected from the workshop. Online you will be able to register and store your results.

12) Every 6 to 12 months coordinate a similar workshop and register your results online to enable you to track your progress over time.

13) Use the press pack from the home page to communicate your good practice to your local community.

Suggested time schedule

11.00 – 11.15	Welcome, introductions and brief talk from a senior member of staff
11.15 – 11.45	What is the good corporate citizenship model? – presentation and questions
11.45 – 13.00	Group exercise one: using the assessment model – how did you score; feedback
13.00 – 13.30	Lunch
13.30 – 13.40	Welcome back
13.40 – 14.30	Group exercise two: what is happening in your organisation – identifying good practice and future action; feedback
14.30 – 15.00	Plenary discussion – action planning to help your organisation become a good corporate citizen