Resource Efficiency Workshop – Guide for Presenter

1. There are a number of resources to use: the PowerPoint presentation, the supplementary information and templates for recording outputs.

2. The slides are designed to be viewer friendly. Much of the content for the presenter to deliver is included in the 'Notes' view on PowerPoint. Make sure you can see this view when delivering the content of the presentation.

3. The number of workshop groups you need will be determined by the number of participants. We recommend that you have no more than 4 people in a group. If you have multiple groups working on each workshop topic you will need to include some time for feedback from each group and for the whole group to prioritise ideas together.

4. We have provided an extra booklet called 'Supplementary Information' which provides an explainer for participants on terms such as resource efficiency and circular economy. This should be sent to participants in advance.

5. Two templates are provided and their use is optional. The word document is for recording ideas during workshop groups. The excel template is more comprehensive and is designed to provide a written record for the project. Ensure that someone is responsible for completing a write up of the proposed actions after the workshop.

6. Plan when the workshop outputs will next be reviewed to monitor progress.