

## How to Host an SDG Workshop

Workshop Length: 1.5-2 hours

Participants: Designed for key stakeholders and cross-departmental teams

### STEPS

#### 1. Select a Facilitator

- › SELECT A LEADER WHO IS FAMILIAR WITH THE SDGs AND YOUR INDUSTRY WHO CAN ACT AS A NEUTRAL PARTY. THIS COULD BE SOMEONE INTERNAL OR EXTERNAL TO YOUR ORGANIZATION

#### 2. Gather Orientation Materials & Send Invitations

- › PRE-READINGS: [UN SDGs & Tourism](#)
- › VIDEOS: [UNWTO](#)

#### 3. Prepare Workshop Resources:

- › SDG POSTERS – [UN SDG Graphics](#)

#### 4. Host Your Workshop

- › REVIEW OUTCOMES FOR THE WORKSHOP AS A GROUP.
- › GROUP DISCUSSION: REVIEW THE 17 SDGs AND THEIR INDICATORS. WHICH ARE THE MOST SALIENT TO YOUR REGIONAL ISSUES/BUSINESS TYPE?
- › DOTMOCRACY EXERCISE: HAND OUT POST IT NOTES AND VOTE ON THE MOST RELEVANT SDGs TO YOUR ORGANIZATION OVER THE NEXT 10 YEARS
- › BREAKOUT ACTIVITY: CREATE TABLES FOR EACH OF THE TOP SDGs CHOSEN IN THE DOTMOCRACY. EACH TABLE DISCUSSES IDEAS FOR INTEGRATING THE SDGs INTO THE ORGANIZATION OVER THE NEXT 5 YEARS.
- › TABLE SHARING: EACH TABLE SHARES THEIR TOP 3 RECOMMENDATIONS FOR FORWARDING THE SDG AT THEIR TABLE

#### 5. Create a Plan

- › WRAP UP, USE RESULTS TO CREATE A STRATEGIC ACTION PLAN OVER THE NEXT 5 YEARS.