

Chapter 6 – Appendix B

Facilitator Agenda

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Day One

0730 – 0800 Room Setup

- ❑ Set up / test proper functioning of computers (3), projector, and printer
- ❑ Verify the *All Books (waterway name)* file is up to date and includes all previous PAWSA results, including those from a previously held PAWSA at the same location, if applicable.
- ❑ Place name tents on tables where participants will be seated, arranged into preliminary two-person teams
- ❑ Place a participant folder, pad of paper, and pencil at each seat
- ❑ Mount waterway charts on easels or walls

0800 – 0830 Final Preparations & Participant Arrival

- ❑ Open PAWSA Day One Brief PowerPoint™ presentation to Slide 1
- ❑ Assign a senior member of the sponsor's staff to greet arriving participants
- ❑ Hand out nametags and show participants where they will be seated
- ❑ Print out new nametags and name tents for last-minute substitutions
- ❑ Rearrange team assignments as necessary based on no-shows and substitutions

0830 – 0845 Sponsor's Opening Remarks

Slide 2

- ❑ Call the workshop to order and have sponsor make Welcoming Remarks and cover points in Sponsor Briefing

0845 – 0900 Administrative Items

Slide 3

- ❑ Introduce the facilitation team
- ❑ Have participants and observers introduce themselves
- ❑ Pass around participant / observer Attendee Contact List
- ❑ Review administrative items (telephones, beepers, restrooms, etc...)
- ❑ Direct participants to review folder contents
- ❑ Review agenda
- ❑ Explain quality assurance (QA) process
- ❑ Explain role of observers

0900 – 0920 PAWSA Background Briefing

Slides 4-9

- ❑ Present PAWSA Background briefing

0920-0930 Break

0930-1000 Waterway Risk Model Explanation

Slides 10-16

- ❑ Direct participants to the Waterway Risk Model and the Waterway Risk Model Explanation documents in their folders
- ❑ Explain the concepts underlying each factor in the Waterway Risk Model
- ❑ Verify that participants are organized into homogeneous two-person teams

1000-1015 Break

- ❑ Hand out *Book 1: Baseline Risk Levels*

1015-1145 Book 1: Baseline Risk Levels (Vessel Conditions & Traffic Conditions)

Slides 17 - 22

- ❑ Have participants define the geographic area to be discussed
- ❑ Initiate discussion of waterway risks for Vessel Conditions risk factors
 - Notetaker record general sense of discussion in short sentence form into *PAWSA Workshop Report* template
 - Use laser pointers/ECS to identify where risks are associated with a specific location
- ❑ Explain how to fill out *Book 1: Baseline Risk Levels*
- ❑ Have participants complete pages 1-4 of *Book 1*
- ❑ Collect partially completed *Book 1*

Slides 23-26 (Traffic Conditions)

- ❑ Continue discussion of waterway risks for Traffic Conditions risk factors
- ❑ Have participants complete pages 5-8 of *Book 1*
- ❑ Collect pages 5-8 of *Book 1* from each group
- ❑ Tell participants where to get lunch

1145-1245 Lunch

Slide 27

- ❑ Enter inputs from *Book 1: Baseline Risk Levels (Vessel Conditions and Traffic Conditions)* into cells in *All Books (waterway name) / Bk 1 Input*
- ❑ Restart the afternoon session at slide 28.

1245-1345 Book 1: Baseline Risk Levels (Navigational Conditions & Waterway Conditions)

Slides 28-31 (Navigational Conditions)

- ❑ Continue discussion of waterway risks for Navigational Conditions risk factors
- ❑ Have participants complete pages 9-12 of *Book 1*
- ❑ Collect pages 9-12 of *Book 1* from each group

Slides 32-35 (Waterway Conditions)

- ❑ Continue discussion of waterway risks for Waterway Conditions risk factors
- ❑ Have participants complete pages 13-16 of *Book 1*
- ❑ Collect pages 13-16 of *Book 1* from each group

1345-1400: Break

- ❑ Enter inputs from *Book 1: Baseline Risk Levels (Navigational Condition and Waterway Conditions)* into cells in *All Books (waterway name) / Bk 1 Input*

1400-1500 Book 1: Baseline Risk Levels (Immediate Consequences and Subsequent Consequences)

Slides 36-39 (Immediate Consequences)

- ❑ Continue discussion of waterway risks for Immediate Consequences risk factors
- ❑ Have participants complete pages 17-20 of *Book 1*
- ❑ Collect pages 17-20 of *Book 1* from each group

Slides 40-43 (Subsequent Consequences)

- ❑ Continue discussion of waterway risks for Subsequent Consequences risk factors
- ❑ Have participants complete pages 21-24 of *Book 1*
- ❑ Collect pages 21-24 of *Book 1* from each group

1500-1515 Break

- ❑ Enter inputs from *Book 1: Baseline Risk Levels (Waterway Conditions, Immediate Consequences, and Subsequent Consequences)* into cells in *All Books (waterway name) / Bk 1 Input*.

❑

1515-1540 Book 2: Team Expertise Cross-Assessment

Slides 44-45

- ❑ Explain how to fill out *Book 2: Team Expertise Cross-Assessment*
- ❑ Hand out *Book 2: Team Expertise Cross-Assessment*
- ❑ Have participants complete *Book 2*
- ❑ Collect completed *Book 2*

1540-1600 Wrap-Up and Review

Slides 46-47

- ❑ Review agenda for Day 2
- ❑ Review any logistical questions or concerns for Day 2
- ❑ Dismiss

1600 – 1630 After Workshop Action Items

- ❑ Hold session review (as soon as participants have left the room)
 - Overall impressions
 - Presentations
 - Facilities
 - Action items
 - Enter inputs from *Book 1: Baseline Risk Levels* and *Book 2: Team Expertise Cross-Assessment* into *All Books (waterway name) / Bk 1 Input and Bk 2 Input*
 - QA *Books 1 and 2*

- Copy cells A2:F10 from *All Books (waterway name) / Bk 1 Disp* to slide 4 of day two power point.

Day Two

0800 – 0830 Final Preparations & Participant Arrival

- ❑ Set up / test proper functioning of computers (3), projector, and printer
- ❑ Open PAWSA Day Two PowerPoint™ presentation
- ❑ Hand out *Book 3: Mitigation Effectiveness*

0830 – 0845 Review of Book 1 Results

Slides 1-4

- ❑ Review Day Two agenda
- ❑ Display / review / discuss *Book 1* results with participants

0845 – 0930 Book 3: Mitigation Effectiveness – Vessel Conditions & Traffic Conditions

Slide 5-6

- ❑ Initiate discussion of existing risk mitigations for Vessel Conditions risk factors
 - Notetaker record general sense of discussion in short sentence form into *PAWSA Workshop Report* template
- ❑ Explain how to fill out *Book 3: Mitigation Effectiveness*
- ❑ Have participants complete Vessel Conditions section of *Book 3*
- ❑ Continue discussion of existing risk mitigations for Traffic Conditions risk factors
- ❑ Have participants complete Traffic Conditions section of *Book 3*

0930 – 0940 Break

0940 – 1030 Book 3: Mitigation Effectiveness – Navigational Conditions & Waterway Conditions

Slide 5-6

- ❑ Continue discussion of existing risk mitigations for Navigational Conditions risk factors
- ❑ Have participants complete Navigational Conditions section of *Book 3*
- ❑ Continue discussion of existing risk mitigations for Waterway Conditions risk factors
- ❑ Have participants complete Waterway Conditions section of *Book 3*

1030 – 1050 Break

1050 --1130 Book 3: Mitigation Effectiveness – Immediate Consequences & Subsequent Consequences

Slide 5-6

- ❑ Continue discussion of existing risk mitigations for Immediate Consequences risk factors
- ❑ Have participants complete Immediate Consequences section of *Book 3*
- ❑ Continue discussion of existing risk mitigations for Subsequent Consequences risk factors
- ❑ Have participants complete Subsequent Consequences section of *Book 3*
- ❑ Collect completed *Book 3*
- ❑ Tell participants where to get lunch

1130 – 1230 Lunch

Slide 7

- ❑ Enter inputs from *Book 3* into *All Books (waterway name) / Bk 3 Scores and Bk 3 Y-N*
- ❑ Mark results from *Book 3* on all copies of *Book 4* using orange highlighter
- ❑ Copy cells A2:L14 from *All Books (waterway name) / Bk 3 Disp* to slide 10
- ❑ Hand out *Book 4: Additional Interventions*

1230 – 1300 Description of Action Planning Process & Review of Book 3 Results

Slides 8-10

- ❑ Describe the Action Planning process
- ❑ Direct participants to the Glossary of Terms (last page) document in their folders
- ❑ Explain the mitigations categories concepts
- ❑ Display / review / discuss FINAL *Book 3* results with participants

1300 – 1400 Book 4: Additional Interventions – Vessel Conditions & Traffic Conditions

Slides 10-11

- ❑ Initiate discussion of additional risk mitigations for Vessel Conditions risk factors
 - ONLY discuss risk factors displaying a red NO or yellow Maybe flag
 - Write down (in brief bulleted format) any additional mitigations discussed for each risk factor for a point of reference during the completion of *Book 4*
 - Notetaker record general sense of discussion in short sentence form into *PAWSA Workshop Report* template
 - Display Slide 10 while participants discuss additional mitigations for all risk factors
 - Display Slide 11 while participants complete all portions of *Book 4*
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- ❑ Explain how to fill out *Book 4: Additional Interventions*
- ❑ Have participants complete page 2 of *Book 4*
- ❑ Collect each team's completed page 2 and give them to the data entry person
- ❑ Continue discussion of additional risk mitigations for Traffic Conditions risk factors
 - Display Slide 10 while participants discuss additional mitigations for all risk factors
 - Display Slide 11 while participants complete all portions of *Book 4*
- ❑ Have participants complete page 3 of *Book 4*
- ❑ Collect each team's completed page 3 and give them to the data entry person

1400-1410 Break

1410 – 1515 Book 4: Additional Mitigations – Navigational Conditions, Waterway Conditions, Immediate Consequences & Subsequent Consequences

Slides 10-11

- ❑ Continue discussion of additional risk mitigations for Navigational Conditions risk factors
 - Display Slide 10 while participants discuss additional mitigations for all risk factors
 - Display Slide 11 while participants complete all portions of *Book 4*

- ❑ Have participants complete page 4 of *Book 4*
- ❑ Collect each team's completed page 4 and give them to the data entry person
- ❑ Continue discussion of additional risk mitigations for Waterway Conditions risk factors
- ❑ Have participants complete page 5 of *Book 4*
- ❑ Collect each team's completed page 5 and give them to the data entry person
- ❑ Continue discussion of additional risk mitigations for Immediate Consequences risk factors
- Display Slide 10 while participants discuss additional mitigations for all risk factors
- Display Slide 11 while participants complete all portions of *Book 4*

- ❑ Have participants complete page 6 of *Book 4*
- ❑ Collect each team's completed page 6 and give them to the data entry person
- ❑ Continue discussion of additional risk mitigations for Subsequent Consequences risk factors
- Display Slide 10 while participants discuss additional mitigations for all risk factors
- Display Slide 11 while participants complete all portions of *Book 4*

- ❑ Have participants complete page 7 of *Book 4*
- ❑ Collect each team's completed page 7 and give them to the data entry person

1515-1530 Break

- ❑ Enter inputs from *Book 4* into *All Books (waterway name) / Bk 4 Input*

1530-1545 Workshop Critique and Review Book 4 Results

Slides 12-14

- ❑ Have all participants and observers fill out Workshop Critique
 - Copy cells A2:L14 from *All Books (waterway name) / Bk 4 Disp* to slide 13
- ❑ Collect Workshop Critiques in a manner that preserves anonymity
- ❑ Display / review / discuss *Book 4* results with participants
- ❑ Thank the participants on behalf of the facilitation team

1545-1600 Closing Remarks

Slide 15

- ❑ Turn session over to Sponsor
- ❑ Discuss next steps
- ❑ Close risk assessment workshop

1600 – 1630 After Workshop Action Items

- ❑ Clean-up and take down equipment
- ❑ Hold session review of session (as soon as participants have left the room)
 - Overall impressions
 - Presentations
 - Action items
 - QA *Books 1, 3 and 4*
 - Review / evaluate Workshop Critiques

- Analyze *Book 4* written inputs for *PAWSA Workshop Report*
- Edit / smooth *PAWSA Workshop Report*