**Step It Up! Action Institute to Increase Walking and Walkability**

**Metropolitan Planning Organization Regions (or other similar regional entities)**

**Request for Funding and Technical Assistance**

**Appendix F:**

**Draft Action Institute Outline**

The following is an *anticipated* outline of how the Action Institute will generally be organized. Details of the final course agenda will be *finalized* after the application and selection process concludes.

**Day 1**

|  |  |  |
| --- | --- | --- |
| **Date** | ***Anticipated* Time** | ***Anticipated* Course Structure** |
| **Monday, April 13, 2020** | 4:00 p.m. – 7:00 p.m. | Course Check-In/Registration |
| Course Begins |
| Welcome and Introductions |
| Course Overview and Expectations |
| Evening Homework |
| Day 1 Ends. |

**Day 2**

| **Date** | ***Anticipated* Time** | ***Anticipated* Course Structure** |
| --- | --- | --- |
| **Tuesday, April 14, 2020** | Before 8:30 a.m. | Pre-Course Optional Activities |
| 8:30 a.m. | Day 2 Begins |
| 8:45 a.m. – 11:45 a.m. | Course Content  (presentations, inter-team interactions) |
| 11:45 a.m. – 1:00 p.m. | Lunch  (offsite in Decatur) |
| 1:00 p.m. – 3:30 p.m. | Course Content  (presentation, active learning outdoors) |
| 3:30 p.m. – 4:00 p.m. | Day 2 Wrap-Up |
| Evening Homework |
| 4:00 p.m. | Day 2 Ends to Support Participant Physical Activity |
| Evening Hours: | Dinner on Own Or As A Team |
| Teams to Work on Homework |
| Teams to Work on Team Action Planning |
| Post-Course Optional Activities |

**Day 3**

|  |  |  |
| --- | --- | --- |
| **Date** | ***Anticipated* Time** | ***Anticipated* Course Structure** |
| **Wednesday, April 15, 2020** | Before 8:30 a.m. | Pre-Course Optional Activities |
| 8:30 a.m. | Day 3 Begins |
| Homework Report-Outs |
| 9:00 a.m. – 12:30 p.m. | Course Content  (presentations, inter-team interactions, rotating resource table topics) |
| 12:30 p.m. – 3:45 p.m. | Course Content  (active learning outdoors) |
| Lunch  (working lunch; to be taken as a team offsite during active learning outdoors activity) |
| Active Learning Outdoor Field Trip (active learning scavenger hunt) |
| 3:45 p.m. – 4:00 p.m. | Day 3 Wrap-Up |
| Evening Homework |
| 4:00 pm | Day 3 Ends to Support Participant Physical Activity |
| Evening Hours: | Dinner on Own Or As A Team |
| Teams to Work on Homework |
| Teams to Work on Team Action Planning |
| Post-Course Optional Activities |

**Day 4**

| **Date** | ***Anticipated* Time** | ***Anticipated* Course Structure** |
| --- | --- | --- |
| **Thursday, April 16, 2020** | Before 8:30 a.m. | Pre-Course Optional Activities |
| 8:30 a.m. | Day 4 Begins |
| Homework Report-Outs |
| 9:30 a.m. – 1:00 p.m. | Course Content  (panel and large group discussion, team action planning) |
| Lunch  (to occur as a team during action planning, offsite in Decatur) |
| 1:00 p.m. – 2:30 p.m. | Team Action Plan Presentations  (teams present tentative action plans to each other and course faculty) |
| 2:30 p.m. – 2:45 p.m. | Day 4 Wrap-Up |
| Course Evaluations |
| 2:45 – 3:00 p.m. | Course Ends |
| Depart for Airport |