

# **ANGEL CD<sup>1</sup> Workshop: How to do it!**

## **What is the ANGEL CD workshop?**

ANGEL-CD (Analysis Grid for Environments Linked to Chronic Disease) is a model that helps to engage the key community representatives together in a formal way and determines the most effective ways to prevent chronic diseases by building community capacity. It is an opportunity to brainstorm the political, social, physical and economic issues that influence the development of chronic diseases in the community and choose the course of action to address these issues.

**The ANGEL-CD workshop involves:**

- **Large group sharing of ideas**
- **Small group brainstorming**
- **Scoring and ranking issues on their importance and changeability**
- **Prioritizing issues that would be addressed and implemented**
- **Action planning: Setting goals, objectives and strategies for projects’  
implementation**

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<sup>1</sup> The ANGEL-CD workshop was adapted from the ANGELO Framework developed by Dr. Boyd Swinburn and colleagues: Simmons, A., Mavoa, H. M., Bell, A. C., De Courten, M., Schaaf, D., Schultz, J., et al. (2009). Creating community action plans for obesity prevention using the angelo (analysis grid for elements linked to obesity) framework. *Health Promot Int*, 24, 311-324.

## **In preparation for the ANGEL CD workshop**

1. Develop the BIG question! (Appendix 1)
2. Determine the dates of the workshop
3. Determine the venue
4. Prepare letters of workshop invitation (Appendix 2)
5. Develop binders for the participants that include: the letter of invitation, The BIG Question, worksheets (Appendices 3-7)
6. Send the binders to the participants (at least one month ahead of the workshop)
7. Identify a facilitator
8. Follow up with invited participants

**ANGEL CD checklist:  
What do you need to facilitate the workshop?**

- Sign-in sheet for contact information
- Laptop and projector (if possible)
- Internet connection (if possible)
- Flipcharts
- Markers
- Masking tape
- Notepads
- Calculators
- The BIG Question (written on a flipchart with blank spaces for all four environments)
- Extra worksheets
- Gifts for participants (if possible)
- Refreshments

## At the workshop (Day one)

### Step 1: Introduction

- a) The facilitator welcomes participants, shares house-keeping details and initiates a round of introductions. The questions to ask are: What is your name? What organization/sector are you representing? Why are you here? What is the main reason for coming to the workshop?
- b) The facilitator should list on a separate flipchart all the reasons mentioned by the participants. The introduction can generate a lot of good ideas that may be useful later in the workshop.
- c) The contact information of all the participants should be collected for future reference.
- d) The facilitator explains the ANGEL-CD. Alternatively, the facilitator can use the video clip from the HAC on-line multimedia resource with Dr. Kim Raine's introduction to the ANGEL-CD workshop.

### Step 2: The BIG question – brainstorming exercise

- a) The facilitator invites the participants to share their ideas about the BIG Question. At this step of the workshop, there is no competition of ideas. All the ideas are equal and should to be recorded on the four separate flipcharts representing different environments (physical, economic, political and socio-cultural). The facilitator can ask at the end if all four environments are covered.
- b) The purpose of this step of the workshop is to set the stage for the rest of the day. It is an opportunity for the group to address the BIG Question from different angles, focusing on the environmental influences that affect the issue.

### Step 3: Environments – small groups

- a) The participants are divided into small groups. Ideally, the groups will include 4-6 individuals with different backgrounds. In each group, one person is designated as the group facilitator. Their job is to make sure that all the environments are addressed and to write down all the action items
- b) As a small group, name the potential action items in each domain (food, physical activity, tobacco) that are relevant to the community. In other words, list the things that the community can do to address the BIG Question, starting with the first domain (if applicable to the BIG Question), working through all four environments. Once the first domain is completed, the small group continues through the other applicable domains. All the items have to be numbered. For this exercise, use the worksheet in Appendix 4.
- c) Using the same worksheet, individually score each item for importance and changeability (*Note: use the full range of the scale*) and multiply together for each action item ( $I \times C = \underline{\quad}$ ).
- d) The facilitator should average the score for each of the listed action items using the worksheet “Scoring Sheet for Small Groups” (Appendix 5). In other words, if there were four individuals in the small group, that provided scores of 8, 12, 8 and 5 for the first action item, the average would be  $(8+12+8+5) / 4 = 8.25$ . In this case, 8 would be the average score for this particular action item.
- e) After scoring, the facilitator ranks the top 5 action items. Note: no ties allowed – if scores are equal between two action items, one has to be chosen above the other.

Priority Rank
1
2
3
4
5

- f) The priorities from each small group are listed on the separate flip chart and posted in the designated area.

#### **Step 4: Merge and prioritize (dot-mocracy)**

- a) Each group presents a list of their 5 priorities to the large group. The facilitator examines each list, eliminates any duplicate action items (to avoid overlaps), and posts all the action items in the central area.
- b) Each participant is given 5 dots. The participants cast their vote for the posted action items by placing the dots. According to their preference, they can either give all five dots to one action item or they can distribute the dots to different action items.
- c) The facilitator counts the dots. The five action items that received most dot points are moved to the worksheet “STEP 4: Merge and prioritize” (Appendix 6).
- d) Using the same worksheet, as a large group, add all important local programs and activities that may be included/linked to these priority action items. Discuss and record all the best/better/most promising practices that may support these priority action items. This activity is important in order to avoid initiating or repeating activities in the community that are already in place.

## At the workshop (Day two)

### Step 5: Develop an Action Plan



The development of the Action Plan starts with defining an overall goal (the expected overall outcome of the project), followed by listing specific objectives. As a large group, list all the strategies to achieve the objectives. Under each strategy, list all the action steps. All action steps need information on **timelines, individual responsible and have process evaluation indicators**. You can develop an action plan in many ways and you may like to use a format that you know already. Otherwise use the Appendix 7.

**Goals** are statements about long-term outcomes. They usually express long-term changes in behaviour or health status, or changes to economic and environmental conditions. **Objectives** describe in detail and restate the goals in *operational terms*.

Objectives should be **SMART**: Specific, Measurable, Achievable, Relevant, Time-bound

Elements of SMART Objectives



- Specific
  - Is there a precise outcome or behaviour linked with a number (percent, rate, frequency)?
- Measurable
  - Is there a system in place to measure progress towards and achievement of objective



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Elements of SMART Objectives

- Achievable
  - Can the objective be achieved with a reasonable amount of effort?
- Relevant
  - Is the objective relevant to the project goals?  
To the community's goals?
- Time-bound
  - Is there a start and/or finish date?



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## **STEP 6: Follow up**

- Schedule a follow up meeting(s) for individual project group(s), based on the objectives, strategies of the project(s) and the individuals and groups involved.
- Engage in planning and implementing the project(s).
- Assess the relevance of the identified goals and objectives as the project(s) develop(s).



## APPENDIX 1

*Prior to the workshop...*

### THE BIG QUESTION

In advance of the workshop, we would like you to consider the following question, prepare top three ideas to address this question and be willing to share them at the workshop!

*Examples of the BIG question:*

*What are the things that you/your organization/agency think will be most effective in changing environments to help people be healthy in our community?*

*What are the current improvements needed for healthy eating and physical activity for children and families in our community?*

*What are the things that we can do in our neighbourhood to make healthy choices easier?*

## APPENDIX 2

*Prior to the workshop...*

### LETTER OF INVITATION

[Date]

[Recipient Name]

[Address]

Dear [Recipient]

**Re:** *ANGEL-CD (Analysis Grid for Environments Linked to Chronic Disease)  
[Your Community] Workshop – [Name of your initiative/project]*

Thank you for your support of the ANGEL-CD Workshop for [your community] and area.

The goal of the [name of project] is to consult with people who live and work in this community to determine what can be done to make healthy choices easier, and act on this advice. We look forward to hearing your ideas about how best to use the resources in [your community] to effect meaningful and timely environmental change and improve the overall health of the community.

#### Workshop Details

**Date and Time:** Day 1 [date] [time]

Day 2 [date] [time]

**Location:** [location]

[other details – food provided, parking, etc.]

An ANGEL-CD Workshop binder is provided to you prior to the workshop and contains the material that will be covered in the Workshop. Also in the binder's front cover is "**The Big Question**" for your consideration. Please come prepared with your top three ideas.

Thank you for your interest in support of making healthy choices easier in [your community]. I am looking forward to seeing you on [date].

Yours sincerely,

[Project contact]

## APPENDIX 3

STEP 2: The big question...

### BRAINSTORMING EXERCISE

Physical Environment	Economic Environment
Political Environment	Socio-cultural Environment

## APPENDIX 4

STEP 3...

### SMALL GROUP WORKSHEET

*What are the areas for potential change in your environment?*

**Importance** (what is the relevance and impact of this in our situation?)

- 1 = not important at all
- 2 = a little important
- 3 = somewhat important
- 4 = very important
- 5 = extremely important

**Changeability** (how feasible is it to do this in the next 8 months – 3 yrs?)

- 1 = very hard to do in 8 mo – 3 yrs
- 2 = hard to do in 8 mo – 3 yrs
- 3 = possible to do in 8 mo – 3 yrs
- 4 = easy to do in 8 mo – 3 yrs
- 5 = very easy to do in 8 mo – 3 yrs

Environment Type	Action Items Domain - FOOD	Score		Total score (I x C)
		Importance	Changeability	
<b>Physical</b>  What is / is not available?	Example: Farmers market available in the community	4	2	8
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>Economic</b>  What are the financial factors?	Example: Healthy food less expensive	5	1	5
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			

**STEP 3...**

**SMALL GROUP WORKSHEET**

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Environment Type	Action Items Domain - FOOD	Score (use full range)		Total score (I x C)
		Importance	Changeability	
<b>Policy</b>  What are the rules?	Example: Healthy options available in vending machines	4	3	12
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>Socio-cultural</b>  What are the beliefs, attitudes, perceptions, values, practices?	Example: Community potlucks include healthy options	3	5	15
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			

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Environment Type	Action Items  Domain - PHYSICAL ACTIVITY	Score (use full range)		Total score (I x C)
		Importance	Changeability	
<b>Physical</b>  What is / is not available?	Example: Benches available in local parks	3	4	12
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>Economic</b>  What are the financial factors?	Example: Less expensive use recreation facilities	5	3	15
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			

**STEP 3...**

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Environment Type	Action items  Domain - PHYSICAL ACTIVITY	Score (use full range)		Total score (I x C)
		Importance	Changeability	
<b>Policy</b>  What are the rules?	Example: Better lighting for safety in playgrounds	3	3	9
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>Socio-cultural</b>  What are the beliefs, attitudes, perceptions, values, practices?	Example: Active community members engage peers in physical activity	3	5	15
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			

**STEP 3...**

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Environment Type	Action items  Domain - TOBACCO	Score (use full range)		Total score (I x C)
		Importance	Changeability	
<b>Physical</b>  What is / is not available?	Example: Decrease accessibility of tobacco products	5	2	10
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>Economic</b>  What are the financial factors?	Example: Decrease cost of nicotine replacement therapy	5	2	10
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			



**STEP 3...**

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Environment Type	Action items  Domain - TOBACCO	Score (use full range)		Total score (I x C)
		Importance	Changeability	
<b>Policy</b>  What are the rules?	Example: Remove power walls that target youth	5	1	5
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
<b>Socio-cultural</b>  What are the beliefs, attitudes, perceptions, values, practices?	Example: Community members model tobacco-free living	4	3	12
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			

## APPENDIX 5

Step 3...

### SCORING SHEET FOR SMALL GROUPS

TOTAL POINTS SCORED BY THE GROUP FOR EACH ACTION ITEM		
Action item	Total Group Score	Rank (1-5)

Step 3...

### SCORING SHEET FOR SMALL GROUPS

TOTAL POINTS SCORED BY THE GROUP FOR EACH ACTION ITEM		
Action item	Total Group Score	Rank (1-5)

## APPENDIX 6

STEP 4...

### MERGE AND PRIORITIZE

List the top 5 action items (those with the highest dots/points) in the table below!

Action Item	Local programs and activities	Best/better/most promising practices

**STEP 4...**

**MERGE AND PRIORITIZE**

List the top 5 action items (those with the highest dots/points) in the table below!

<b>Action item</b>	<b>Local programs and activities</b>	<b>Best/better/most promising practices</b>

**STEP 4...**

**MERGE AND PRIORITIZE**

List the top 5 action items (those with the highest dots/points) in the table below!

<b>Action item</b>	<b>Local programs and activities</b>	<b>Best/better/most promising practices</b>

## APPENDIX 7

Step 5...

### ACTION PLAN

PROJECT NAME:

OVERALL GOAL:

Objective (what will be achieved?)	Strategies: (How will it be achieved? What is the timeline? What will be the indicators of progress?)	Key roles (Who will be involved? Who will be responsible?)