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YOUNG WOMEN'S LEADERSHIP
#WeCo LEAD
FOR COLLABORATIVE SUSTAINABLE COMMUNITIES

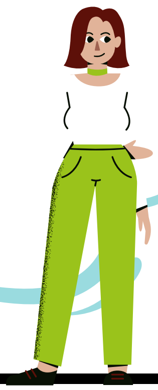
2021-1-SE02-KA220-YOU-000028775

Young Women's leadership for Collaborative Sustainable Communities

#WECOLEAD METHODOLOGY CHART

#WECOLEAD TOOLKIT 2
SUPPORTING MATERIALS

HERE YOU CAN FIND METHODOLOGICAL MODELS, INSPIRATION TECHNIQUES ALONG WITH GATHERING/MEETINGS FORMATS THAT CAN SUPPORT YOU AND YOUR TEAM TO DEVELOP SUCCESSFUL ACTIVITIES FOR YOUR COMMUNITY.



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STORYTELLING TECHNIQUES

How to create an engaging narrative

SOURCE: "7 STORYTELLING TECHNIQUES USED BY THE MOST INSPIRING TED PRESENTERS" | WWW.VISME.CO

1. IMMERSE YOUR AUDIENCE IN A STORY

A well-told story is something that will stick in your audience's mind for years to come.

Take this simple yet exceptional TED talk as an example. In it, a 12-year-old Masai boy from Kenya named Richard Turere transports his audience to another world by telling a story about his experiences in his homeland.

With basic words and slides with large, graphic images, Richard weaves a captivating tale of how he invented a system of lights that was able to protect his family's livestock from lion attacks.

The reason this presentation was so successful was that every word and image presented helped to create a clear mental picture of the problem Richard and his family faced.

Also, it clearly followed a golden rule of presentation-giving which is to use visuals that *supplement* your story rather than *repeat* what has already been said.

Another way to immerse the audience in your story is to **provide sensory details that will allow them to actually see, hear, feel, and smell the different stimuli in your story world**.

According to Akash Karia, this will turn the presentation into a mental movie that the audience cannot help but engage in, as is done in this TED talk. Unlike novels, though, presentations must make use of short but effective descriptions.

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2. TELL A PERSONAL STORY

Few things are as captivating as a personal story, especially those of triumph over extreme adversity.

In his insightful book The Seven Basic Plots, author Christopher Booker finds that there are seven basic story plots that have universal appeal. These include the story of the hero defeating a monster, the rags-to-riches tale, the quest for a treasure, and the voyage of a hero who comes back a changed person.

These plots are clearly seen in some of the most popular and moving presentations ever given. Take, for example, this gripping and harrowing tale of a woman's escape from her home land of North Korea.

Or this woman's equally powerful story of domestic violence and how she found the courage to leave her abusive spouse.

3. CREATE SUSPENSE

Those who love to watch movies or read books know that a good story always has to have a conflict and a plot.

These two elements are what make a good presentation into a roller coaster ride that keeps listeners/viewers at the edge of their seats, asking themselves, "What will happen next?"

There are several devices that can increase the level of suspense of your story. One way is to tell a story chronologically and build up to a climactic conclusion, as is done here in this story about a woman who was born without fibula bones and grew up to be an accomplished athlete, actress and model.

Another way is to plop the viewer/listener right in the middle of action and then go backwards in time to reveal how all of this occurred.

A good example of this is Zak Ibrahim's story, which begins with the revelation that his father was involved in the World Trade Center bombing. He then goes back in time to tell events from his childhood and how he grew up to choose a different path from his father's.

A third way is to begin by telling a predictable story and then surprise the audience by taking a completely different turn from what was expected.

For example, this TED talk begins with a presenter who leads his audience to believe he doesn't speak English, only to surprise them in order to make a point about how we construct identity.

4. BRING CHARACTERS TO LIFE

Characters are at the heart of any story. Their fortunes and misfortunes are what make people want to laugh, cry or rejoice.

The most successful stories, I found, were those that created three-dimensional characters who were easy to identify and, at the same time, had an uncommon characteristic.

In order to do this, you must provide enough detail to bring the character to life in the minds of those in the audience.

For example, master storyteller Malcolm Gladwell creates a vivid picture of Howard in this presentation by describing his physical appearance and mentioning his hobbies and obsessions.

5. SHOW. DON'T TELL.

Instead of *telling* your audience about a certain event in a story, try *showing* them by transporting them to a scene.

For example, in the introduction to this article, I could have simply told you that I had an introverted classmate who one day wowed the whole class with an awesome presentation. This, however, would not have had the same effect as using descriptions of setting and conversations to take you to the middle of a scene.

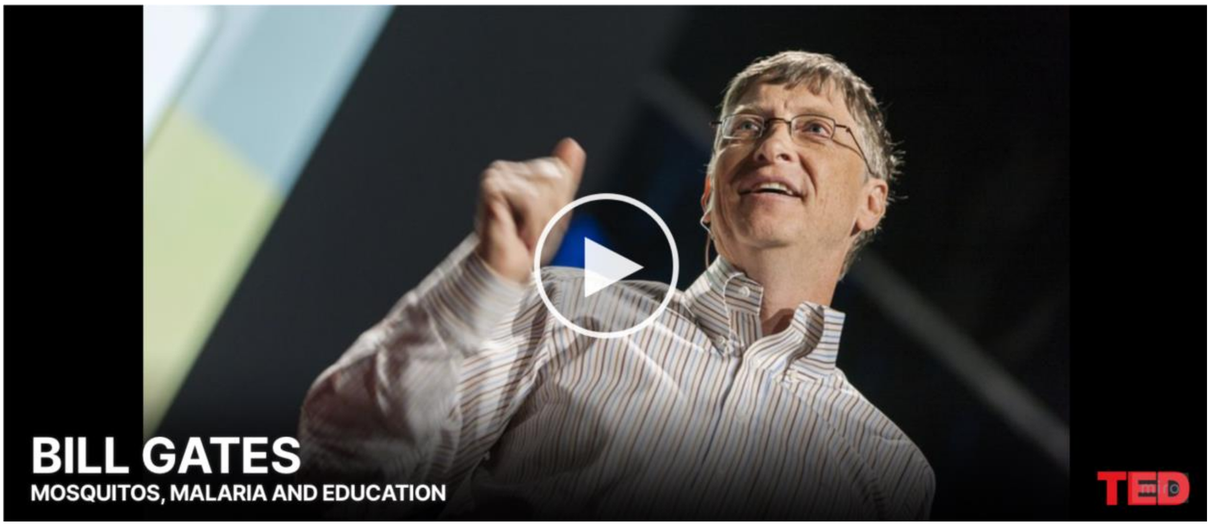
So, whenever you deliver a story, try scene-by-scene construction of events and use dialogue instead of narration, as seen in this presentation which won the 2014 World Championship of Public Speaking.

6. BUILD UP TO A S.T.A.R. MOMENT

Similar to a climax, a S.T.A.R. moment is a "Something They'll Always Remember" event that is so dramatic that your audience will be talking about it weeks later.

According to presentation expert Nancy Duarte in her book *Resonate*, this can come in the form of a dramatization, provocative images, or shocking statistics.

Bill Gates resorted to this technique in a 2009 TED talk when he made the case for increasing investment in eradicating malaria. He gave statistics to prove how serious the problem was and then shocked the room by opening a jar full of mosquitos, saying "There's no reason only poor people should have the experience."



7. END WITH A POSITIVE TAKEAWAY

After analyzing 200 of the best TED talks, presentation expert Akash Karia found that the most effective presentations not only had a conflict and a climax, but also a positive resolution.

On the path to triumph, most characters in these stories received what he calls a “spark,” a key piece of wisdom or advice that helped them overcome their obstacles and change for the better.

This key takeaway message was then packaged into a short, memorable phrase or sound bite that could easily become viral on social media platforms like Twitter.

For example, in the previously mentioned talk on domestic abuse, the presenter concluded that instead of blaming victims, we should “recast survivors as wonderful, loveable people with full futures.”

“A successful talk is a little miracle—people see the world differently afterward.”

-TED curator Chris Anderson

CIRCLE PRACTICE

47 CIRCLE PRACTICE TO ENGAGE IN FOCUSED DIALOGUE

15-45m | PLENUM

DESCRIPTION

The Circle is a practice that allows a group to connect with focus, engage in deep listening, and think together in a manner that supports equality and intimacy. The Circle practice follows three principles: Leadership rotates among all circle members; responsibility is shared for the quality of experience; reliance is on wholeness, rather than on any personal agenda. It can be used for "check-ins" and "check-outs" or as a way of making decisions together.

PREPARATION

Create a circular seating arrangement around an object that symbolizes the intention of the Circle (e.g., a meaningful item or a plant). All steps of the Circle Practice are taken in plenum with the whole group.

MATERIALS

- Talking Piece: a small symbolic piece the group chooses that when someone holds it speaks and the rest listen.
- A small bell or something that can create a gentle noise, in order for the Guardian (see below roles) to make pauses when needed.

TOOLS

None

ALL PHASES

DIALOGUE & FACILITATION

TOOLS FOR CITIZENS

STEP 1 **IN PLENUM / IN CIRCLE:**
The host clarifies the purpose and intention of the circle and shares with the group the following three practices:
- Speak with intention, noting what has relevance to the conversation in the moment;
- Listen with attention, respectful of the learning process of all members of the group;
- Tend to the well-being of the Circle, remaining aware of the impact of our contributions.

STEP 2 Assign roles: The role of the Host is to initially frame-in the intention/purpose of the circle and share its principles and practices, while throughout the process to ensure that the Circle has flow and the intention remains at the centre of the circle.
The role of the Guardian is to observe the Circle's process and safeguard group energy, calling for breaks or moments of re-focusing when needed by ringing gently the bell. When the bell rings, the group takes a few seconds of silence before they continue.

STEP 3 Process: The Host frames-in and opens the circle with a main/ calling question that reflects the purpose (e.g. How am I feeling today? How do we arrive to this meeting? What did I learn from the day? What is my takeaway/inspiration? Etc.).

STEP 4 A person from the group begins by taking the talking piece, which is placed initially in the middle of the circle, and starts sharing. Each person has the chance to speak. The talking piece is passed around the circle. Whoever holds the talking piece holds the right to speak and the rest listen. If someone chooses not to speak, they may pass the talking piece along and another opportunity is offered after others have spoken.

NOTE:

Give people time to reflect in silence and collect their own thoughts before anyone starts to speak.

FOLLOW UP

The outcomes of the Circle should be in the form of a short bullet-point report and can be used for planning future steps.

Further Reading: www.thecircleway.net

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58 TRIADS

10-30m | TRIADS

DESCRIPTION

Triads is a tool which can be used in a variety of contexts, with a variety of groups, and for a variety of purposes based on the process. It is a very simple structure that allows for deep listening, sharing, and space for ideas and understandings to emerge. The basic structure of the Triads is to have each person speak to one or two main questions. For example, if using Triads as part of reflection, a question might be "What are you learning about your own practice through this project?" or "What is your key learning from what has not been successful?"

PREPARATION

Invite participants to form groups of three, i.e., triads. If the number of participants in your group is even, then you can decide to either one form one group of four or a couple of pairs. Ask participants to arrange their seats so that each triad can speak to each other easily.

MATERIALS

- Bell or Timer
- Moderation Cards

TOOLS

None

ALL PHASES

DIALOGUE & FACILITATION

TOOLS FOR CITIZENS

STEP 1 **IN PLENUM:**

Introduce the method and roles. Speak the purpose of the triads and the main question. Speak that there are three roles of the triad, speaker, listener, and observer/witness, and that each person in each group will take turns in each role. Share the descriptions of each role:

Speaker

Speak with intention to the question. Do not just download what you know, but find the courage to explore a feeling, a thought or an impression that is with you as you speak. Do not lose your focus from the question.

Listener

Listening is a way of showing respect and care for another person. Listening is a way to learn and grow. Listening without interruption and with attention takes concentration and allows the speaker to speak more clearly.

Witness/Observer

When you fill the role of witness/observer, you observe the speaker and the dynamic between the speaker and listener. Pay attention to what lies beyond the words, like tone, body language, or posture. At the end, you will have the opportunity to share your observations with the speaker, possibly revealing something they might have not been aware of.

Invite each triad to determine the order in which they will rotate the three roles. Share what you want people to come back to the plenum with, e.g., important questions from each participant, or a combined reflection, etc.
Tell the group you will ring a bell or timer to begin the exercise and when it is time to switch roles. Ring the bell, and watch the clock.

STEP 2 **IN TRIADS:**

Enter the process and after the set time indicated by the sounds of the bell or timer, switch roles.

STEP 3 **IN PLENUM:**

Invite people together and ask each group or individual to share what they have captured. In some cases, you might want to cluster similar results.

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SHARING KNOWLEDGE TECHNIQUES

Interactive methodologies for knowledge sharing

SOURCE: CIVIL SOCIETY TOOLBOX | WWW.CIVILSOCIETYTOOLBOX.ORG * YOU CAN FIND THE FOLLOWING CONTENT IN DIFFERENT LANGUAGES

1. KNOWLEDGE SHARING TECHNIQUES

40 PATHWAYS TO KNOWLEDGE SHARING

1h 20m | PLENUM AND SMALL GROUPS

DESCRIPTION

Knowledge sharing is as much a cultural issue as it is an issue of suitable formats and routines.
This activity will help you implement new methods for knowledge sharing in your team.

PREPARATION

None

MATERIALS

- Flip Chart
- Markers

TOOLS

- **Background Paper:** Knowledge Sharing (25)

SUMMIT | OUTLOOK

KNOWLEDGE AND LEARNING

TOOLS FOR CITIZENS

STEP 1 **IN PAIRS:**
Discuss positive and negative examples of knowledge sharing in the recent past. **[15 MIN]**

STEP 2 **IN PLENUM:**
Share the examples with the whole team and identify patterns that indicate your organization's culture of dealing with knowledge. Is there a culture of knowledge sharing in your organization or is knowledge something that is kept from others? **[10 MIN]**

STEP 3 **IN SMALL GROUPS:**
If there are cultural patterns that prevent or hinder knowledge sharing, brainstorm ways to change this. Discuss your favorite 3 ideas, including concrete steps for a positive development. **[30 MIN]**

STEP 4 **IN PLENUM:**
Review the list of possible methods for sharing knowledge in **Knowledge Sharing (25)**
Discuss which of these models you can implement or explore with your team. Feel free to come up with other models not listed in the Background Paper. **[25 MIN]**

25 KNOWLEDGE SHARING

TOOLS FOR CITIZENS

1 **Job shadowing:**
In a job-shadowing program a new or less-experienced person is paired up with a more experienced colleague for a period of time to learn about their work.

2 **Communities of practice:**
A community of practice is a group that comes together or communicates online regularly to share information about a common problem, issue, or field of work.

3 **Process documentation:**
Process documentation involves descriptions, flowcharts, storyboards, or checklists that outline how a particular task or procedure is performed.

4 **Story sharing:**
Most experience and wisdom in organizations is passed on by storytelling. Stories can be shared within debriefing sessions, in internal interviews, or simply during an informal lunch or break.

5 **Evaluations:**
Evaluations are more formalized ways of knowledge sharing. By gathering the lessons learned from projects or campaigns, evaluations create valuable knowledge about best practices and the learning opportunities we call mistakes.

6 **Internal experts:**
Instead of documenting all possible knowledge, it is often more fruitful to create a directory of who knows what within the organization (a "Yellow Pages" of internal expertise).

7 **Mentoring programs:**
A mentor is an experienced (internal or external) colleague who offers advice and counseling on professional (and sometimes more personal) issues to a mentee.

KNOWLEDGE AND LEARNING

Method Card 40

PARTICIPATORY METHODOLOGIES WHEN HOSTING PEOPLE

Methodologies and techniques to increase participation and engagement

SOURCE: CIVIL SOCIETY TOOLBOX | WWW.CIVILSOCIETYTOOLBOX.ORG * YOU CAN FIND THE FOLLOWING CONTENT IN DIFFERENT LANGUAGES

1. PARTICIPATORY METHODOLOGIES

43 PARTICIPATORY METHODS AND BUILDING BLOCKS FOR WORKSHOPS

TOOLS FOR CITIZENS

The following table offers different participatory methods, which can be used in a variety of contexts. Crucial to all of them is a question that will enable participants to have meaningful dialogue.

METHOD	WHAT FOR?	ILLUSTRATION
CIRCLE PRACTICE	Adaptable to a variety of groups, issues, and timeframes. Circle practice can be the process used for the duration of a gathering, particularly if the group is relatively small and time for deep reflection is a primary aim. Circle practice can also be used as a means for "checking in" and "checking out" or for making decisions together, particularly decisions based on consensus. Further Reading: http://www.thecircleway.net/.	
APPRECIATIVE INQUIRY	Useful when a different perspective is needed, or when we wish to begin a new process from a fresh, positive vantage point. It can help move a group that is stuck in "what is" toward "what could be". Appreciative Inquiry can be used with individuals, partners, small groups, or large organizations. Further Reading: https://appreciativeinquiry.champlain.edu/	
WORLD CAFÉ	Process used to foster interaction and dialogue with both large and small groups. Particularly effective in surfacing the collective wisdom of large groups of diverse people. Very flexible and adaptable to many different purposes, such as information sharing, relationship building, deep reflection exploration, and action planning. Further Reading: http://www.theworldcafe.com/	
OPEN SPACE	Useful in many contexts, including strategic direction-setting, envisioning the future, conflict resolution, morale building, consultation with stakeholders, community planning, collaboration, and deep learning about issues and perspectives. Further Reading: http://www.openspaceworld.com/users_guide.html	
PRO ACTION CAFÉ	A space for creative and inspirational conversation. It is a blend of "World Café" and "Open Space" technologies where volunteer hosts call sessions on what matters most to them (projects, ideas, questions, knowledge, experience, or whatever they feel inspired by) and other participants travel from table to table and engage around those issues. This helps the hosts to deepen their understanding of the matter and gain diverse perspectives. Further Reading: http://aositoronto.weebly.com/proaction-cafe.html	

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TOOLS FOR CITIZENS

METHOD	WHAT FOR?	ILLUSTRATION
RITUAL DISSENT	A workshop method designed to test and enhance proposals, stories, ideas, etc., by subjecting them to ritualized dissent (challenge) or assent (positive alternatives). In all cases it is a listening technique, not a dialogue or discourse. Overall, plans that emerge from this process are more robust than those surfaced by consensus-based techniques.	
ACTION LEARNING	Question-based process used to explore complex problems and come up with unexpected insights and possibilities. For use with small groups (minimum 5, maximum 8 people).	
COLLECTIVE MIND MAP	Quick and simple way to create a shared overview of issues and opportunities relevant to a particular subject or challenge. This practice always has a clear focus that can be captured in a "burning" question. Can be done either by hand on a large sheet of paper, or electronically with mind-mapping software. When all themes and issues have been recorded on the mind-map, the group can decide on which issues or opportunities they want to prioritize by voting on the map. This gives a clear indication of which themes or issues have the highest leverage for further action.	

SOURCE:
The Art of Hosting and Harvesting Meaningful Conversations Workbook

08 MEETING MODEL GALLERY

TOOLS FOR CITIZENS

Meetings can make or break effective teamwork. They can be boring, pointless, frustrating, endless, spinning in circles – or they can be energizing, motivating, fruitful, and brief. Just as there is no single best piece of clothing, there is no single way to have a good meeting. Meetings should fit the cause and context of their application. The meeting model gallery is a starting point for creating the kind of meetings your team needs to thrive in its work.

Old and New Practices for Meetings

1. Micro Formats

Daily Scrum: A format developed within the framework of agile project management in order to support the self-organization of project teams. Daily Scrum is a regular meeting of maximum 15 minutes, held every day at the same time and place, usually standing up. Every team member gives a short answer to three questions: What did I get done since the last meeting? Which challenges came up? What will I do before the next meeting? The project progress can be visualized on a board or planning wall.

Key Indicator Report: A regular micro meeting or recurring agenda point for results-based monitoring. A short report is given by all departments on 2 or 3 fixed indicators related to the intended outcomes of an action or project.

Intense Period Debriefs: A short review after intense events, campaigns, or hot project phases. The project team conducts a debrief in order to quickly and easily assess results, lessons learned, and further needs for action. (In some cases the review is conducted by a designated external interviewer.)

Fika: Swedish practice of a joint daily coffee break (15-20 minutes) for informal information sharing and exchange. The format is open for both personal and work-related issues and themes.

Brown Bag Lunch: An informal lunch meeting (usually in the office with lunch packages brought by everyone). The lunch is held in order to discuss a work-related topic more or less closely linked to the team's regular field of engagement.

2. Open Agenda

Open Space Meeting: This kind of meeting is suitable when emerging topics cannot be planned in advance and when there is a lot of need to coordinate in bilateral and subgroup settings. In the first part of the meeting, current issues of concern are collected. Each issue is then assigned a time slot in an agenda grid (e.g. in one 30-minute time slot three issues can be discussed in parallel sessions, and then in a second, subsequent 30-minute time slot another three issues can be discussed in parallel). Team members participate only in those sessions to which they can contribute or from which they expect benefit. Those who have nothing to discuss during a particular time slot stay in the room and work on their own tasks. In the final plenary session, (e.g. 30 minutes) agreements and decisions with broader relevance can be discussed and information from the parallel sessions shared.

Semi Open Space: This format allows teams to address a wide range of topics under a number of preset headlines. Issues of concern are solicited according to set categories. Like the Open Space format, the meeting is divided into time slots to address these categories (e.g. 1st round: project related issues, 2nd round: organization related issues, 3rd round: functional issues).

Quoted Agenda: This meeting format is helpful for managing the amount of time given to informing, discussing, deciding, and action planning so that the team does not get stuck in one phase. Agenda items are solicited prior to the meeting (e.g. on a virtual platform) and are coded according to the following categories: I = Information, E = Exchange, D = Decision, A = Action. In the meeting, each category is given a time limit for discussion.

Optional Scheduling: This practice is about reducing the amount of meeting time without losing the ability to convene if needed. Meetings are only called if there is something to discuss. For efficient scheduling, it is helpful to designate regular times during which team members schedule no external appointments. (e.g. Monday afternoon, Wednesday morning).

INTERNAL COMMUNICATION & DECISIONS

Method Card 09

TOOLS FOR CITIZENS

3. Interactive Thematic Work

Knowledge Cafe/World Cafe: This meeting format helps teams to quickly explore complex issues in small rotating groups. Several sub-topics/aspects of an issue are outlined and discussed in parallel sessions on 4-5 tables. Team members rotate between tables/topics in 2-3 consecutive rounds. Arguments are documented after each parallel session and then are summed up as a jumping off point for plenary discussion.

Speed Geeking: A presentation format for larger groups. The progress or results of different projects/departments are presented in multiple rounds of parallel micro-presentations (similar to conference poster sessions or speed dating). Participants join the presenters in changing combinations.

Fishbowl: A method to work on controversial issues and complex themes of concern that don't lend themselves well to large-group discussions. Representatives of specific subgroups lead a discussion in an inner circle. The other meeting participants listen from outside of the circle. (Roles may change during the meeting.)

Deep Dive Sessions: Deep Dive Sessions ensure that tough questions and big issues don't fall victim to small, daily issues. In the framework of regular meetings, at least 50% of meeting time is devoted to intensive problem solving for an important issue.

Green and Blue Phase: A Green and Blue Phase meeting differentiates issues arising from relationships and from work content. The meeting starts with a Green (relationship) phase that consists of a 30-minute check-in, during which participants can address interpersonal problems. This clears the road for the Blue (work content) phase, where project and content issues can be effectively addressed. A closing check-out and short reflection from each member on the effectiveness of the meeting is sometimes added to the end.

Parade/Walking Meeting – A format facilitating open and creative exchange. The team (ideally no more than 6 members) discusses a sequence of issues over the course of a walk (outside or in the office). At specific locations, decisions and intermediate results are fixed.

4. Alternatives to Meetings

Consultation Process: This is an effective decision-making practice for self-organizing teams. Instead of a leadership or plenary-based decision mode, competences are completely decentralized and delegated to individual team members. Team members are free to make decisions in their wider field of competence; however, each decision requires two upfront consultations: (1) consulting a person in the organization who is particularly knowledgeable about the issue at hand, and (2) consulting a person in the organization who is particularly impacted by the decision.

Virtual Meetings: Virtual meetings can be held by video (e.g. Skype, Zoom) or phone conference (e.g. Meetgreen). Such meetings should have no more than 7 participants and should not last longer than 90 minutes. To be successful, they should have a clear, previously agreed upon agenda, effective facilitation, and well-disciplined participants. Everyone involved should be prepared to use associated technologies to improve effectiveness (parallel chat window, screen sharing programs, etc.).

Subotnik Meeting: Alluding to the Socialist tradition of community volunteer work, a Subotnik meeting emphasizes joint action over discussion and planning. The meeting has the following flow: (1) the team collects concrete tasks to be worked on, (2) needs and ideas for each task are collected by the whole team ("packing the suitcase"), (3) working groups work on the tasks in parallel, and (4) working groups present their results and the results are celebrated together. The Subotnik meeting can be a recurring alternative to regular team meetings (e.g. every first weekly meeting of the month).

Interactive methodologies for sharing ideas

SOURCE: CIVIL SOCIETY TOOLBOX | WWW.CIVILSOCIETYTOOLBOX.ORG * YOU CAN FIND THE FOLLOWING CONTENT IN DIFFERENT LANGUAGES

1. COLLECTIVE IDEAS DEVELOPMENT

52 FAST IDEA GENERATOR

0h 30m | SMALL GROUP

DESCRIPTION

The Fast Idea Generator helps you to frame ideas, problems, or opportunities in relation to different scenarios. It stretches the thinking around a concept in different directions, providing a stimulating discussion that will further strengthen the concept. The Fast Idea Generator is based on a method proposed by Nesta (2013).

PREPARATION

To use the tool effectively, clearly lay out your starting point (problem, opportunity, concept idea, or existing proposition).

MATERIALS

- Flip Chart
- Markers
- Figures (1 green & 1 red per person) or Colorful Sticky Dots

TOOLS

- **Background Paper:** Fast Idea Generator Overview (34)

ALL PHASES

DIALOGUE & FACILITATION

STEP 1 **IN PLENUM:**
Identify the concept, problem, or opportunity you want to build ideas for. **[05 MIN]**

STEP 2 **IN SMALL GROUPS:**
Apply the 9 challenges to the concept or problem. **[15 MIN]**

Inversion: Turn common practice upside down.
Integration: Integrate the offer with other offers.
Extension: Extend the offer.
Differentiation: Segment the offer.
Addition: Add a new element.
Subtraction: Take something away.
Translation: Translate a practice associated with another field.
Grafting: Graft on an element of practice from another field.
Exaggeration: Push something to its most extreme expression.
See **Fast Idea Generator Overview (34)** for more details and examples.

STEP 3 **IN PLENUM:**
Review the ideas and select the best ones by placing sticky dots or green figures on preferred options (You can also place red dots or figures on options that don't seem viable or should be ruled out). **[10 MIN]**

FOLLOW UP

Take the best ideas and refine them by further discussing how they can be applied.

Source: DIY Toolkit / Nesta (2013) Fast Idea Generator

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54 GROUP MIND MAP

15-30m | PLENUM

DESCRIPTION

This method helps a whole group to work together to identify the key themes and specific issues the group is facing and which could shape the future of the group. A Theme could be a specific project or organizational activity. The issue could be particular challenges or opportunities.

PREPARATION

None

MATERIALS

- Large Flip Chart or Paper
- Colorful Markers

TOOLS

None

GROUNDWORK

EVALUATIVE LEARNING

STEP 1 **IN PLENUM:**
Write the central topic in the middle of the flip chart and start brainstorming, visualizing the collected themes/issues as branches and sub-branches.

Ground rules for mind mapping:

- This is a group brainstorm – there is no evaluation and no censorship – all ideas are valid!
- The person who names the theme/issue says where it goes on the mind map.
- Opposing themes/issues are okay.
- Give concrete examples/experiences in terms of who and what wherever you can.

FOLLOW UP

It can be helpful to step back and review the mind map to prioritize the most significant branches, mark conflicting perspectives, and check for patterns and gaps.

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2. DESIGNING A COMMUNITY EVENT

41 DESIGNS FOR COMMUNITY EVENT

TOOLS FOR CITIZENS

A participative community event includes the following building blocks:

✓	*Welcome and Framing*	This welcomes participants to the event and outlines the event's purpose and, program, how information will be used, and any specific introductions that need to be spoken.
✓	*Check-in or Introductions*	This allows participants to see who is in the room, and supports people to begin to participate.
✓	*Collective Identification of "What Matters to Us"*	The objective of this is to allow people to collectively identify what has the most meaning for them, so that a common reality can emerge between participants about what matters most. This allows for the first level of collaboration: people now feel a sense of shared concern and care.
✓	*Generating Ideas / Solutions*	This helps participants to take ownership of what they care about, so that they can begin to do something about it, instead of waiting for others. It is always fascinating how intelligent we can be together. New ideas emerge and people's skills and talents can begin to work for the community.
✓	*Plenary Session on Next Steps*	This ensures continuity and a sense of direction for participants about what will happen next. This can also be an opportunity for participants to sign up and take responsibility for the next steps.
✓	*Check-out*	This enables a group to close the event well: each person can share what they learned or what inspired them at the meeting.
✓	*Closing*	Here participants are acknowledged and the event is officially closed.

COMMUNITY ENGAGEMENT

SOURCE:
The Art of Hosting and Harvesting Meaningful Conversations Workbook

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27 CHECKLIST FOR ORGANIZING A COMMUNITY EVENT

TOOLS FOR CITIZENS

The following offers a checklist of some tasks and activities to help you organize and deliver a successful community event.

ACTIVITY AREA	SPECIFIC ACTIVITIES	DESCRIPTION	WHO IS RESPONSIBLE
CONVENING	Invitation	☐ Identify stakeholders ☐ Identify invitation, purpose and core question ☐ Write invitation text (including venue, organizing team) ☐ Graphically design the invitation ☐ Send invitation (through mailing lists and other means) ☐ Identify other invitation processes to create interest for all stakeholder groups, e.g., make an announcement at a school assembly or in focus groups, attend other meetings, communicate by word of mouth, etc.	
	Organizing / Hosting Team Meetings	☐ Schedule organizing/hosting team meetings ☐ Set a clear method of team communication, e.g. Whatsapp, Telegram, e-mail, Basecamp, etc.	
	Registration	☐ Create a physical or online sign up form that includes all contact details of the participant, and space for them to indicate special requirements, such as any disabilities, dietary requirements, allergies, etc. ☐ Email a confirmation of registration to everyone who signs up	
	Venue	☐ Explore potential venues ☐ Book a venue ☐ Discuss event/hosting needs with venue manager ☐ Ensure setup day before, and that the space will not be used in the evenings for other groups	
	Welcome Letter	☐ Write a letter that welcomes participants and tells them all the necessary information about what they need to prepare and bring ☐ Include a draft of the meeting program with start times, etc., with the letter	
	Materials and Equipment	☐ Ensure all necessary equipment is ordered and plan pick-ups and drop-offs ☐ Ensure all materials are ordered	
	Children's Corner	☐ Organize a supervised children's corner if required	
	Participant Packs & Gift	☐ Put together folders or bags with the meeting program, pens, etc.	

COMMUNITY ENGAGEMENT

SOURCE: Living Wholeness Ltd

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ACTIVITY AREA	SPECIFIC ACTIVITIES	DESCRIPTION	WHO IS RESPONSIBLE
COMMUNICATIONS	Identity/Logo for the Event	☐ Agree on the identity/logo of the event ☐ Design the event logo (if not using an existing one)	
	Social Media Presence/ Event Page or Profile	☐ Event set up and sent to all contacts	
	Website	☐ Update website with event invitationEmail a confirmation of registration to everyone who signs up	
	Newsletters	☐ Write article	
	Share through other community groups and places	☐ Speak to chairpersons of community groups, etc.	
ECONOMY & BUDGET	Budget	☐ Prepare budget with all forecasted costs ☐ Update with actual costs ☐ Communicate forecasted under or overspends	
	Sponsorship & Fund Raising	☐ Identify sponsors ☐ Create a fundraising plan if needed ☐ Implement fundraising and achieve target	
CATERING & REFRESHMENTS	Organize Refreshments & Lunch Catering	☐ Plan meals according to participants' dietary needs and potential allergies ☐ Organize refreshments with coffee, tea, juice, fruit, cookies, nuts, etc. (one in the morning and one in the afternoon) ☐ Organize caterers for drop-off and pick-ups	
HARVESTING	Plan Harvesting	☐ Clarify what we would like to harvest, before, during, and after the event and for what purpose it will be used ☐ Identify different harvesting methods, e.g., online, during the event, etc. ☐ Host the harvesting during the event ☐ Create harvesting records of the event that can be used for internal and external communications, e.g., report, video, photos, etc. ☐ Plan all follow-up actions	
EVENT DESIGN, PREPARATION & DELIVERY	Host Meetings and Pre-event Preparation Day(s)	☐ Design the event according to the purpose and plans for harvesting ☐ Agree upon who is going to host which sections of the event	
FOLLOW -UP	Plan and Implement Follow-up	☐ Meet as an organizing team to plan follow-up actions ☐ Ensure harvest is complete and disseminated to participants ☐ Implement follow-up action plan	

YOUNG WOMEN'S LEADERSHIP

#WeCo LEAD

FOR COLLABORATIVE SUSTAINABLE COMMUNITIES

FSL FORMATION ET SENSIBILISATION DE LUXEMBOURG

Swideas

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COMM'ON

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the world is only one creature

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