

FACILITATOR GUIDE & INSTRUCTIONS

workshop two: developing ideas

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In Workshop Two, participants will set the foundation for moving ideas into action by forming Action Teams. By building on ideas generated in Workshop 1 and through a series of brainstorming, mapping and discussion activities, participants will categorize and prioritize their action ideas. They will be introduced to the Action Planning Workbook, a tool that will help guide and support the implementation of their action ideas.

agenda

Total time: approx. 2–3 hours

Session 1 Activities* (80 mins)

1. Welcome & Introductions (5 mins)
2. Choosing the Focus (10 mins)
3. Idea Generation (40 mins)
4. Sorting Square for Priorities (25 mins)

Break (10 mins)

Session 1 Activities* (80 mins)

5. Relationship Mapping (20 mins)
6. Prepare for Action Planning (25 mins)
7. Looking Ahead (15–30 mins)

tip:

Breaks are important in a meeting that lasts over 90 minutes. We have suggested where to take a break in the agenda, but because there are some variations on how you might complete this meeting, schedule a break that makes the most sense for you.

Watch the energy level of the group for a signal that a stretch will allow them to come back with a fresh perspective.

materials

- Sticky notes generated from the “Opening the Door for Opportunities” activity in Workshop 1 (i.e., the list of priority focus areas generated from a review of the MDI)
- Flip chart paper
- Markers, writing utensils
- Sticky notes
- Optional: Workshop 2 presentation slide deck, including the agenda and any additional instructions (be sure you have access to a computer and/or projector to display the presentation)
- Optional: Name tags

Preparation - Before the Workshop

SET-UP THE ROOM

Decide how you'd like to set-up the room for this workshop. You may choose to create work groups centered around tables or you may want to conduct the activities standing.

PREPARATION FOR WORKSHOP 2

To prepare for this workshop, you will need to have the sticky notes generated from the "Opening the Door for Opportunities" activity in Workshop 1. Review the ideas written on sticky notes and group the sticky notes as best you can into 1-4 focus areas.

Place each grouping of sticky notes on separate flip chart pages and label each focus area grouping. Reserve a blank flip chart for any new focus areas that may emerge during the activity.

To help with classifying ideas, here's an example of focus areas that might arise after grouping similar ideas and concepts together:

- *Connectedness between students and school staff*
- *Family Meals*
- *Self-Regulation*
- *After-school program outreach*

The focus areas you've identified will become the Idea Development team topics for this workshop.

If you are setting up tables for this activity, place one flip chart page containing the focus area sticky note groupings on each table. If you have reserved a blank flip chart for new ideas, set-up a table for that too. If you are conducting this activity standing up, post the flip chart pages on the wall.

3. Idea Generation

MATERIALS

- Sticky notes
- Flip chart
- Optional: Workshop 2 presentation slide deck



TIME: 5 mins



TIME: 40 mins

IN THIS ACTIVITY, YOU WILL:

- ✓ Explain the Brainstorming process
- ✓ Refine and expand on action ideas in pairs and groups

STEP 1: SETTING THE BRAINSTORMING GUIDELINES

To kick-off this activity, engage the whole group in a discussion on what makes a successful brainstorm session. Ask if anyone has a technique that helps to generate ideas or to help people feel safe, valued and creative when sharing ideas.

Suggest the following techniques if not already mentioned by a participant:

- Invite contributions and not critiques. The theory behind this is that quantity will spark innovation.
- Form different groups sizes. Small groups allow for quieter voices to be heard while large groups may foster more ideas.
- Invite random and wild associations and responses.
- Build on other people's ideas.

STEP 2: IDENTIFY & ARTICULATE THE FOCUS

Clearly state the focus of this brainstorm:

Ask: *What are actions we can do that may result in an improvement in MDI results for [our chosen focus]?*

Let participants know that brainstorming will happen in three ways within their Action Teams: individually, in pairs and as a group. This will maximize the quality and quantity of ideas generated.

STEP 3: GENERATING IDEAS INDIVIDUALLY

Allow individuals 5 minutes to personally reflect on actions they think may result in improved MDI results for their chosen focus area. Provide sticky notes for individuals to jot down their action ideas.

tip:

If your group has chosen to tackle more than one focus area, you can divide into small working groups, one per focus. Alternately, you may choose to repeat the brainstorming activity several times, once for each focus area.



TIME: 5 mins

tip:

Encourage people to think of action broadly. Include the full range of ideas from learning (which is an action!) to new programs, behaviours and interventions.



TIME: 10 mins

STEP 4: GENERATING IDEAS IN PAIRS

Have participants pair up with someone in their Action Team. The goal is to try to double the total amount of ideas as a pair. Encourage participants to use their partner's ideas as a jumping off point. They may merge ideas together, describe an opposite approach, or consider what approach is missing.

You may want to write the following prompts on a flip chart or display it on a presentation slide to help guide the discussion:

- What else could we do?
- What's a different approach?
- If we had endless finances, resources and energy, what would we do?
- What would be a fun way to approach making change in this area?

Remind pairs to continue writing new action ideas on individual sticky notes.



TIME: 20 mins

STEP 5: GENERATING IDEAS IN GROUPS

Have participants reconvene with their Action Team. Have groups sort and organize their sticky notes so that any similar ideas can be grouped together. Remind them to capture any new ideas that may emerge during the discussion.

tip:

Depending on the size of your group, you might be able to do this with *everyone* together, or you might find it more manageable if 3 pairs join to form groups of 6.

NOTES

4. Priority Setting

MATERIALS

- Flip chart
- Optional: Workshop 2 presentation slide deck



TIME: 25 mins

IN THIS ACTIVITY, YOU WILL:

- ✓ Decide how the group will sort and prioritize action ideas
- ✓ Action Teams will plot ideas on a Sorting Square

This activity helps groups make difficult decisions about where to focus time and energy.

tip:

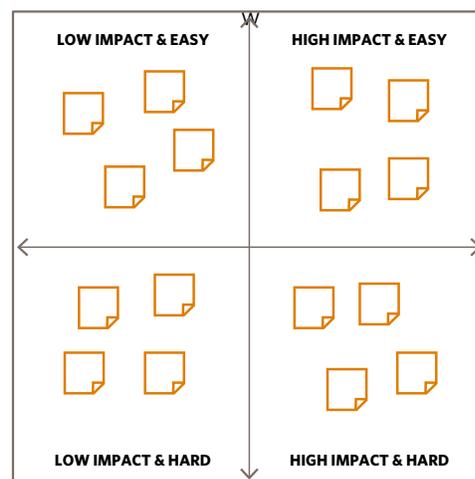
You can do this with a larger group or small groups as long as all people have a chance for input.

STEP 1: SETTING UP A SORTING SQUARE

Provide each Action Team with a sheet of flip chart paper. Draw the four quadrants on a white board or flipchart paper, labelling the x-axis and y-axis with the variables that influence the decision.

We suggest Impact (low – high) and Ease (easy – hard) but consider any two from our list (see below) or make up your own.

You may choose to prepare the flip chart ahead of time with the quadrant template or have the Action Teams do this.



As a facilitator, you can decide ahead of time what variables make sense, or you can ask the group to agree in the moment. Below are some sorting square variable suggestions:

- Impact (low to high)
- Ease (easy to hard)
- Resources (low/free to high/expensive)
- Time Investment (short to long)
- Time Available for action (side of desk/part of job)
- Urgency (patient to NOW!)
- Systems Change (isolated action to connection to big picture change)

5. Relationship Mapping to Strengthen Partnerships

MATERIALS

- Flip chart
- Optional: Workshop 2 presentation slide deck



TIME: 20 mins

IN THIS ACTIVITY, YOU WILL:

- ✓ Build creative relationship maps to identify opportunities for other roles and organizations to participate
- ✓ Explore strategies to bring them into future conversations

STEP 1: MAPPING RELATIONSHIPS

For this activity, each group will create relationship maps for their chosen Action Idea(s). Depending on the size of the group, you can do this activity together or you can break up into smaller groups. Provide groups with flipchart paper to map out WHO can play a role in implementing, celebrating and evaluating the plan.

Use the prompts below to list and “map” out the people and/or organizations who will enrich the plan. Use lines to connect people where relationships exist.

Note: there are no rules to how a map should look. Be as creative or non-creative as you want!



Who is already involved?

Who else could/should be involved?

GROUP 1: IMPLEMENTATION CHAMPIONS

- Who at this meeting is involved and ready to work on the plan?
- What partnerships already exist that will help move this forward?

GROUP 2: GROW YOUR REACH

- Who else could or should play a role in moving this forward? Consider people/organizations that influence children's lives at home, in school and in the community.
- Come up with at least one “wild and crazy” idea for a new partner. Find a connection to spark something exciting!

6. Prepare for Action Planning

MATERIALS

- 1 copy of the Action Planning Workbook for each Action Team
- Optional: Workshop 2 presentation slide deck



TIME: 25 mins

IN THIS ACTIVITY, YOU WILL:

- ✓ Prepare Action Teams for next stages of their collaborative planning
- ✓ Introduce the purpose sections of the Action Planning Workbook
- ✓ Action teams address potential and decide on next steps



TIME: 10 mins

tip:

Re-create the Action Plan Development Workbook into an interactive bulletin board for the office or staff room. This would allow people to add their thoughts and feedback over a period of time.

STEP 1: INTRODUCING THE WORKBOOK

Introduce the Action Planning Workbook. This is a tool that will help support a collaborative planning process that will continue the work started by participants in Workshop 1 and 2. Provide the following overview of each of the sections (if possible, display the overview on a presentation slide):

1. Visualizing Your Idea

This activity will get your creativity flowing! Take time to draw or map your idea, either individually or as a group.

2. Mapping Connections

This activity will deepen your thinking on the connections, not only between actors/champions/organizations, but also the ways in which your idea crosses between multiple environments.

3. Finding Evidence & Seeking Insight

This activity will help you further explore your idea and get you to start thinking about the resulting changes that you want your idea to bring.

4. Assessing Risks & Barriers

This activity will get you thinking about potential risks/barriers to your idea and the resources you will require to overcome them.

5. Planning for success

This activity will help you establish realistic goals for success.

6. What Next? Identifying key steps

Give your idea wings! Identify the critical next steps you or your team will have take to get the project or initiatives off the ground.

Allow 4-5 minutes for questions from participants about the Workbook and provide them with links to the online resource (available here: [link](#)).

6. Looking Forward

MATERIALS

- 3 flip chart pages
- Optional: Workshop 2 presentation slide deck



TIME: 15–30 mins

IN THIS ACTIVITY, YOU WILL:

- ✓ Conclude the workshop with reflection
- ✓ Give participants the opportunity to share feedback on the workshop

STEP 1: REFLECTING ON ACTION

Set-up 3 flip chart pages.

Present the following statements to the participants by either using the Workshop 2 presentation slide deck or write one statement on each of the flip chart pages:

The action that I am most excited about is _____ (resonance).

The action that I'm most unsure about is _____ (gets to barrier).

The action that I don't want to lose sight of is _____ (evaluation check in).

Give participants a few short minutes to come up with a word that completes each statement then go around the room and have people share their statements. Record everyone's keywords, on the flip charts.

STEP 2: CONCLUDING THE WORKSHOP

Be sure to thank participants for attending the workshop. If there are further questions related to the MDI, Champions and Trainer Network, direct them to the discovermdi.ca for additional tools and resources.

STEP 3 (OPTIONAL): EVALUATING THE WORKSHOP

At this time, you may want to create and share an evaluation form of the workshops for participants to complete. Gathering feedback can help guide future workshops and make them more engaging and effective.

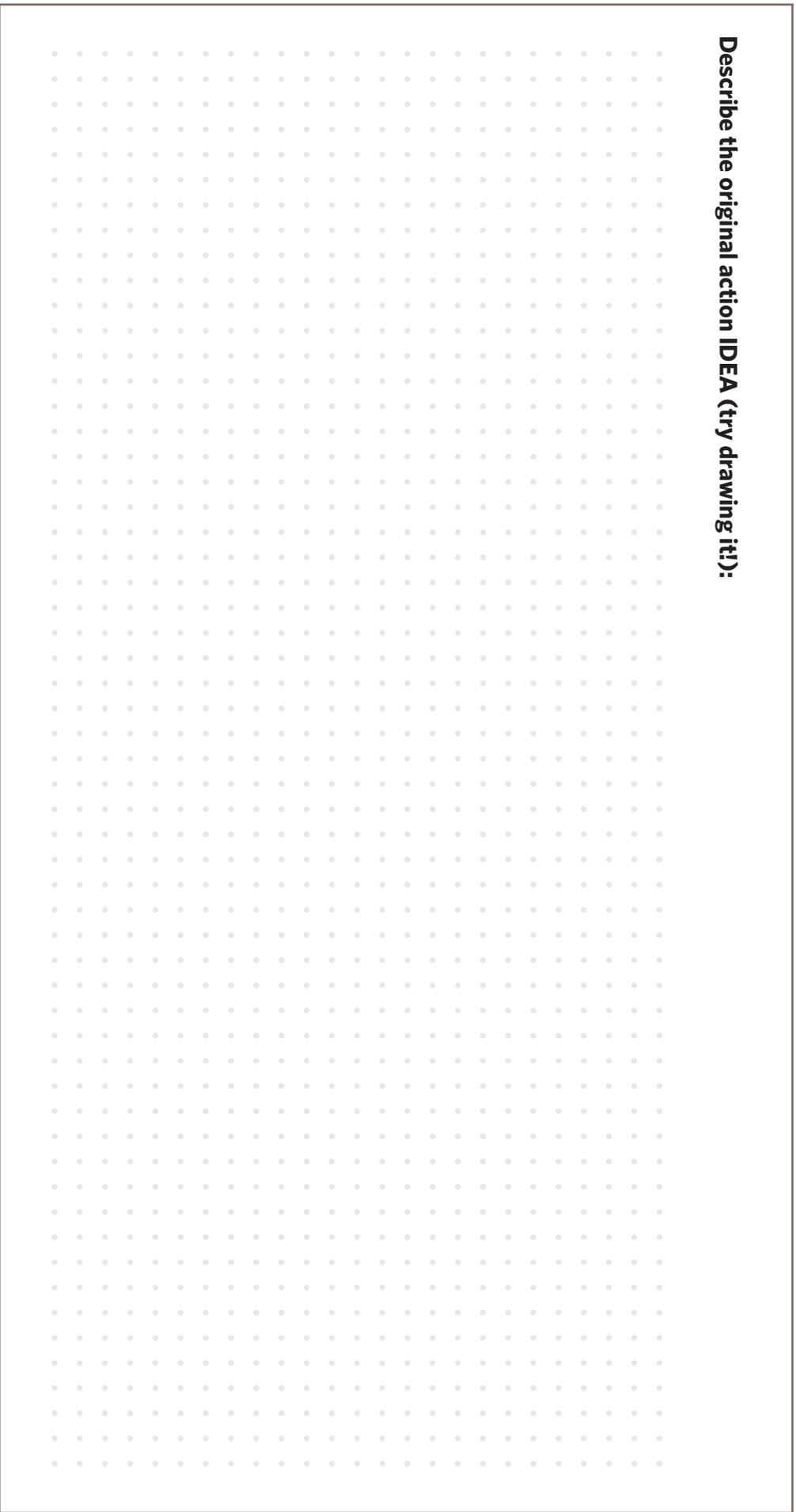
FOLLOW-UP AND NEXT STEPS

To support the ongoing work of the teams, you may want to consider planning a third session for teams to come together and present their work to one another for feedback and encouragement. Set the expectation for this type of follow-up at this time.

1. Visualizing an Idea

IDEA:

Describe the original action IDEA (try drawing it!):



MDI

ACTION PLANNING WORKBOOK

3. Finding Evidence & Seeking Insight

IDEA:



List the evidence & insight that has led you to this idea.

1.	
2.	
3.	



Describe the change(s) you want to see as a result of your idea.

1.	
2.	
3.	

ACTION PLANNING WORKBOOK

4. Assessing Risks & Barriers

IDEA:



Story It! (Mad Lib Style)

Here at _____ we have learned that _____
_____. The nature of this situation is complex, so we are focusing in on _____
_____ as a way to _____
_____.

Risk/Barriers

What might get in your way?

An icon showing two stylized human figures standing behind a yellow and black striped barrier.

Resources Needed

What will you need to overcome those barriers and to generally succeed?

An icon showing two stylized human figures behind a barrier, with a thought bubble above them containing a gear, symbolizing resources or problem-solving.

ACTION PLANNING WORKBOOK

5. Planning for Success

IDEA:

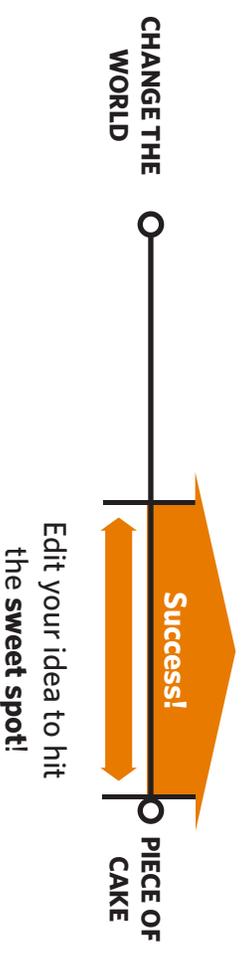
Who else can this idea influence or interest?

Hint: what did you learn from the relationship map?



Describe SUCCESS...

Where is the idea on the do-able scale?



How can you get your idea into the sweet spot on the do-able scale?

6. What's Next? Identifying Key Steps

IDEA:

What are the **KEY** first steps?



1. _____

2. _____

3. _____

4. _____

WHO will be involved immediately?

HOW will you achieve these initial steps towards action?

WHEN? What's your timeline?

