4a) ARG shared understanding for next steps
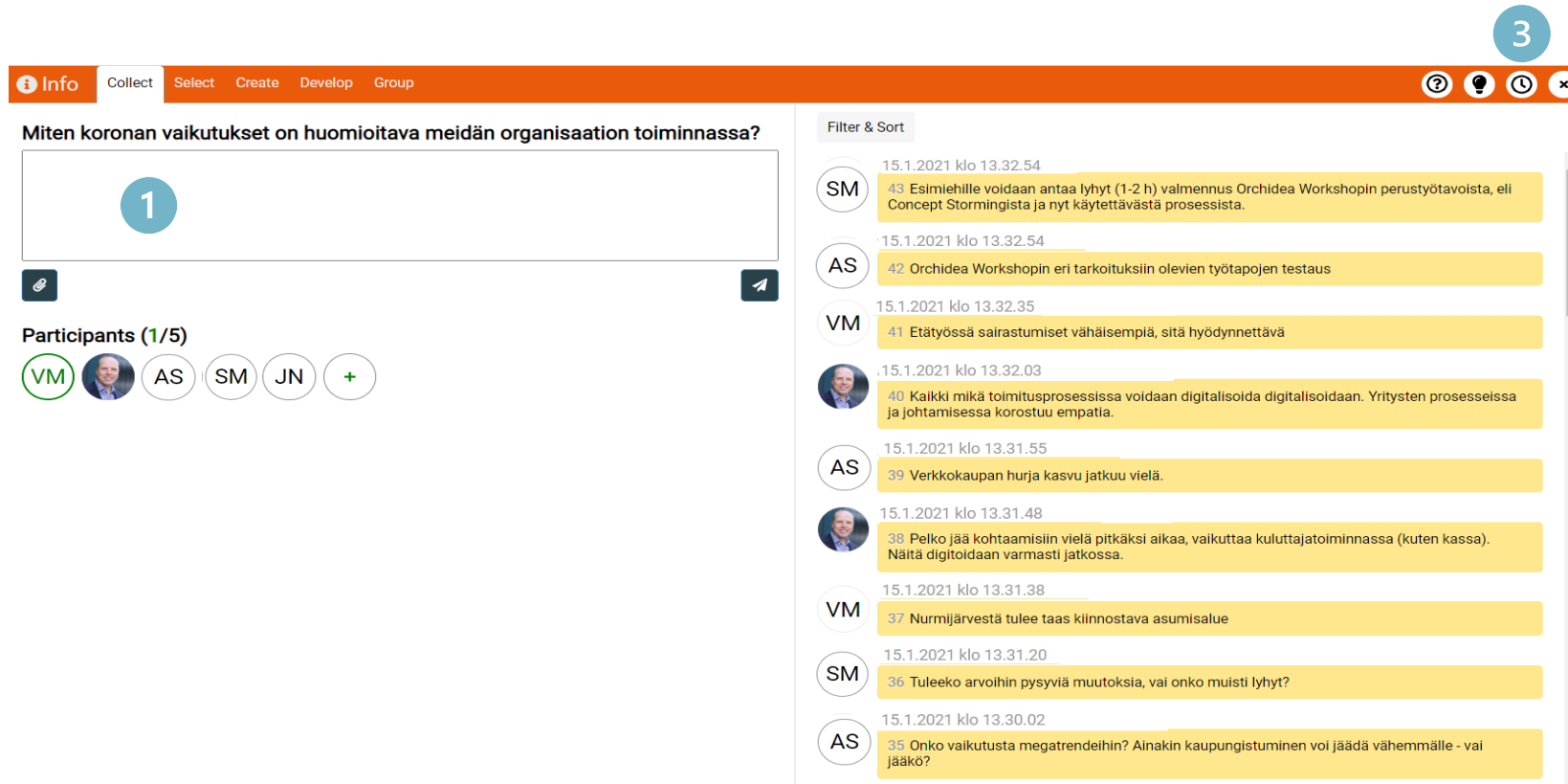
Specifications:

- Duration: 20 - 30 minutes

- Participants: Best under 8, but the group can also be much bigger

- Environment: face-to-face, Teams, Zoom or Google Meet

Process

- A ll ideas of all participants

- R anking

- G rouping

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ARG – All ideas of all participants

1. Ask participants to write 1-2 sentences ideas or thoughts to the text editor.

2. Target is 25-80 ideas or thoughts.

3. Duration: 5-12 minutes, The facilitator can set the timer on.

ARG – Ranking

1. Ask participant to move to *Select* phase

2. Ask everyone to select the most important ideas. Give criteria for voting and the number of votes per participant (15-25 % of total idea count)

3. Duration: about ½ min for reading and voting of every 10 ideas, e.g., 3 mins if 60 ideas. Set the timer on.

ARG – Grouping

1. You as a facilitator should share your screen

2. Sort the ideas/thoughts based on popularity by choosing *Filter & Sort => Sort: Most selected*

3. Focus on the 20 - 30 most voted thoughts/ideas and move them to groups. Participants can give suggestions.

4. After grouping, the groups are given descriptive names.

5. The result provides a common understanding and answers to the original question and it is base for the next steps

6. Duration: about 10-15 minutes

Note: With large groups, the facilitator should manage the grouping actively.

4b) ARG with agreed actions

Specifications:

- Duration: workshop continues about 60 mins after 4a) -process

- Participants: Ideal for max 8, but the group can also be much bigger

- Environment: face-to-face, Teams or Zoom

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Agreeing the creators of the proposals

1. With facilitator's screen sharing everyone can see grouped groups.

2. Participants agree together that who or what small group will create the proposal on each topic. The facilitator adds the names of the responsible participants to the names of the groups.

3. The facilitator shares the groups to participants with the "Share" button.

4. Agreeing proposal creators will take about 10 mins

5. Proposals can be created in the same meeting (20 - 30 minutes) or as an intermediate work and process the outputs in a separate meeting.

Creating proposals

1. Ask participant to move to *Create* phase

2. Agreed Individuals or small groups produce proposals on their topic. Ask participants to 1) answer sub-questions that you added when creating the workshop and 2) name the proposal

3. If this phase is done by groups, someone shares the screen and and acts as a scribe for the group.

4. Reserve 20 - 30 min for this phase. Set the timer on.

5. A separate meeting can be arranged for processing the outputs. Then proposals are created as intermediate work

Explaining and developing proposals & agreeing next steps

1. Ask participants to move to *Develop* phase

2. The proposal creators will present their proposals to others, 2-5 mins / proposal. The facilitator can highlight the idea and set the timer on

3. Others can post development comments while listening.

4. After this you can give prioritization criteria and ask to make prioritization by clicking thumb up icons.

5. Next steps are agreed for most supported proposals

6. The facilitator can export results to Word-document from the front page by clicking the *Export* icon.