

8. ARM

Specifications:

- Duration: 35 - 60 minutes
- Participants: 3 - 20, recommended under 10
- Environment: face-to-face, Teams, Zoom or Google Meet

Process

- All ideas of all participants
- Ranking
- My Next steps

ARM – collect All ideas of all participants

The screenshot displays the Orchidea ARM interface. At the top, there is a navigation bar with tabs for 'Collect', 'Select', 'Create', 'Develop', and 'Group'. A blue circle with the number '2' is positioned above the 'Collect' tab. Below the navigation bar, the main topic is 'How to make sure all employees opinions are heard in decision making'. A large text input area contains the number '1'. Below the input area, there is a 'Participants (1/4) Invited users(2)' section showing profile icons for VM, J, and JH, along with a plus sign. To the right, a 'Filter & Sort' section is visible. Below this, a list of ideas is shown, each with a user profile icon, a timestamp, and the idea text. The ideas are numbered 6 through 12. Idea 10 includes a screenshot of a webinar interface.

2

Collect Select Create Develop Group

How to make sure all employees opinions are heard in decision making

1

Participants (1/4) Invited users(2)

VM J JH +

Filter & Sort

Support 31.7.2020 klo 10.55.39
12 Somebody has a role to facilitate internal short messaging platform

Jouni Halme 31.7.2020 klo 10.55.18
11 We investigate new alternative ways of involving team in decisions making

VM Veikko Mantere 31.7.2020 klo 10.55.06
10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet

Jouni Halme 31.7.2020 klo 10.54.14
9 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion

Support 31.7.2020 klo 10.53.25
8 Every second week the boss is telling what he has done based on personnel's ideas

Jouni Halme 31.7.2020 klo 10.53.23
7 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion

Jouni Halme 31.7.2020 klo 10.52.59
6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting

1. Ask participants to write 1-2 sentence ideas to the text editor. Target at least 5 ideas per participant or 25 - 60 ideas in total.
2. Give about 5 – 10 minutes. Set the timer on.

ARM – Ranking of ideas

1

Collect Select Create Develop Group

Filter & Sort

Drag idea here to create a new group.

No item found

- 12 Somebody has a role to facilitate internal short messaging platform
- 11 We investigate new alternative ways of involving team in decisions making 2
- 10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet 2
- 9 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion
- 8 Every second week the boss is telling what he has done based on personnel's ideas
- 7 We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion
- 6 Meeting agendas are shared in advance and participants are asked to prepare for the meeting 2
- 5 Sprint meeting model, everybody knows what is happening

1. Ask participants to move to *Select*
2. Ask everyone to rank (=vote) the most potential ideas from their point of view. Give also number of votes per participant (20-40 % of total idea count)
3. Give about ½ min for reading and voting every 10 ideas. Set the timer on.

ARM – select an idea for My next steps

1 Filter & Sort

- Show own
- Show others
- Show selected
- Show unselected
- Show used
- Show unused
- Sort: Most selected ✓

2

3

4

10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet

Drag idea here to create a new group.

1. Ask participants to sort the ideas based on popularity by choosing *Filter & Sort* => *Sort: Most selected*
2. Ask everyone to choose one of the top ideas that she or he wants to develop her/his personal action plan for.
3. Everyone drags the chosen idea to empty area on the top right
4. Chosen idea can be complimented by dragging supporting ideas to the same group

Duration: 1 – 3 minutes

ARM – create My next steps

1

Collect Select **Create** Develop Group

Show Unused

12 Somebody has a role to facilitate internal short messaging platform 2

11 We investigate new alternative ways of involving team in decisions making 2

Show ideas not in group

Let's find new digital ways to involve everybody to decision making

1. Describe your proposal

We investigate new digital tools that would allow asynchronous decision making processes that would support involving widely our personnel. Once we have identified and launched a platform, we should have a dedicated team that would promote and support the usage.

2. What are the benefits of your proposal

1. Personnel would be spending less time in meetings as most of the decision making would be transparent
2. Decision making would be more transparent
3. |

3. Propose concrete next steps for the implementation of your proposal

Attachments

Submit

4

No item found

1. Ask participants to move to *Create*
2. Ask all participants to write here/his personal action plan based on the selected idea(s) visible on the left
3. Ask participants to answer also the sub-questions that you added after creating the workshop. One sub-question should be action oriented like “What will be your concrete next steps?”
4. Give about 15 minutes time and set the timer on
5. You can optionally ask participants to have a sparring pair discussion before the next *Develop* phase, about 5-10 minutes for this.

ARM – develop My next steps

The screenshot displays the Orchidea ARM interface. At the top, a navigation bar includes 'Collect', 'Select', 'Create', and 'Develop' (highlighted in orange), followed by 'Group'. On the left, a sidebar lists several proposals, with the selected one, 'Let's find new digital ways to involve everybody to decision', highlighted in blue and marked with a '3'. The main content area shows the proposal title 'Let's find new digital ways to involve everybody to decision making' with a '2' callout. Below the title are three numbered sections: '1. Describe your proposal', '2. What are the benefits of your proposal', and '3. Propose concrete next steps for the implementation of your proposal'. A '5' callout is positioned above the 'Edit' button. To the right, the 'Development comments' section shows a text input field with a '4' callout and a 'Submit' button. Below the input field, two comments are visible, each with a user profile picture, name, date, and time.

1. Ask participants to move to *Develop*
2. Everyone presents their proposals in 2-3 minutes. Set the timer on
3. You as the facilitator can highlight the idea by clicking on the pin icon.
4. During presentation, everyone posts their development comments.
5. After presentations everyone incorporates the comments to his action plan by editing the idea.