8. ARM

Specifications:

- Duration: 35 - 60 minutes

- Participants: 3 - 20, recommended under 10

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

Process

- A ll ideas of all participants
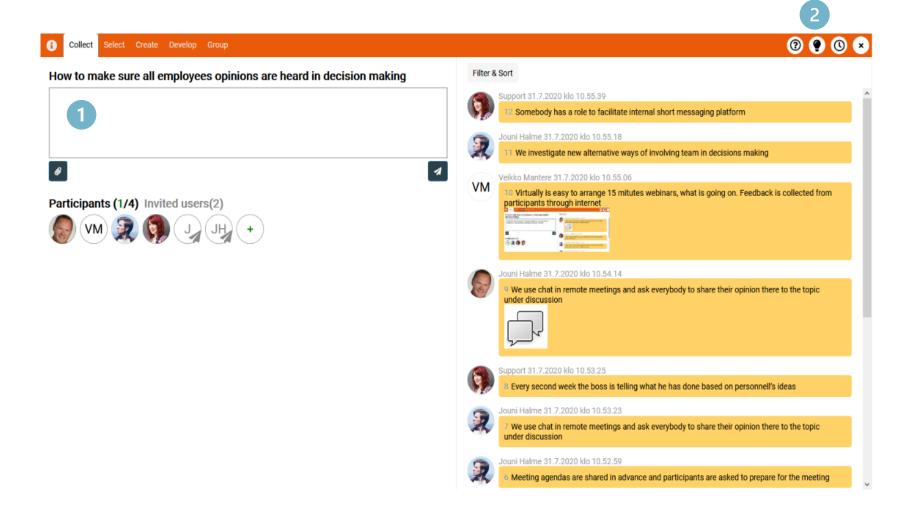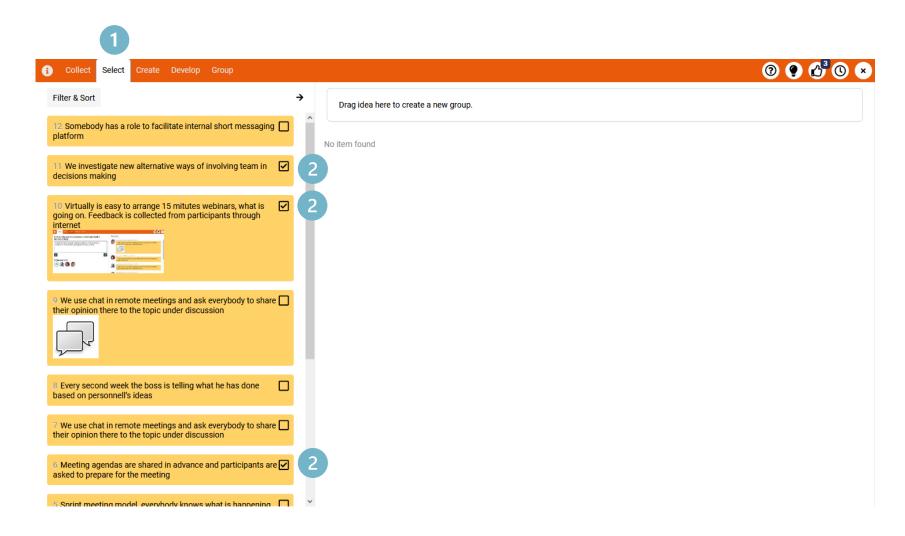
- R anking

- M y Next steps

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ARM – collect <u>A</u>ll ideas of all participants

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.
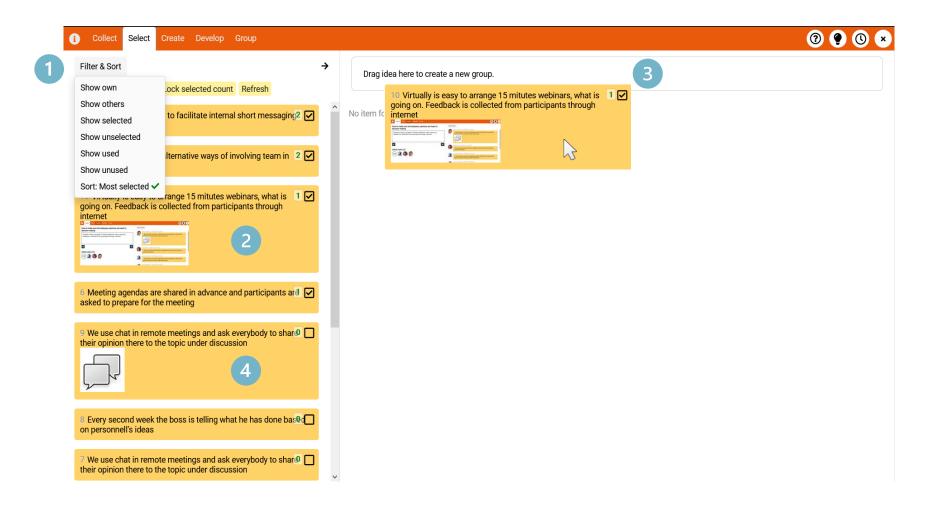
2. Give about 5 – 10 minutes. Set the timer on.

ARM – Ranking of ideas

1. 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.

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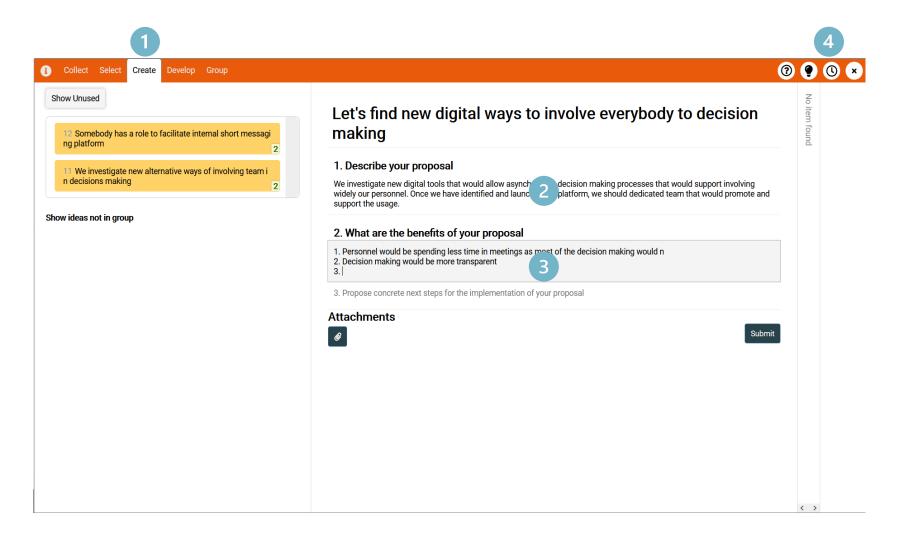# ARM – select an idea for <u>My</u> next steps

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
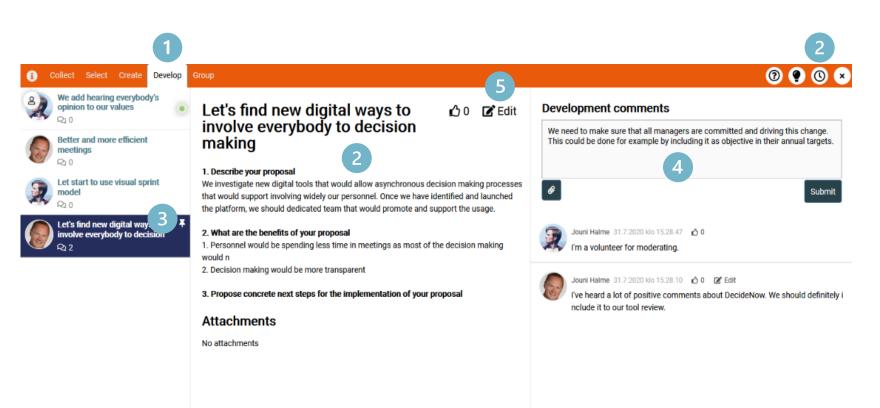
Duration: 1 – 3 minutes

ARM – create <u>My</u> next steps

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

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.