

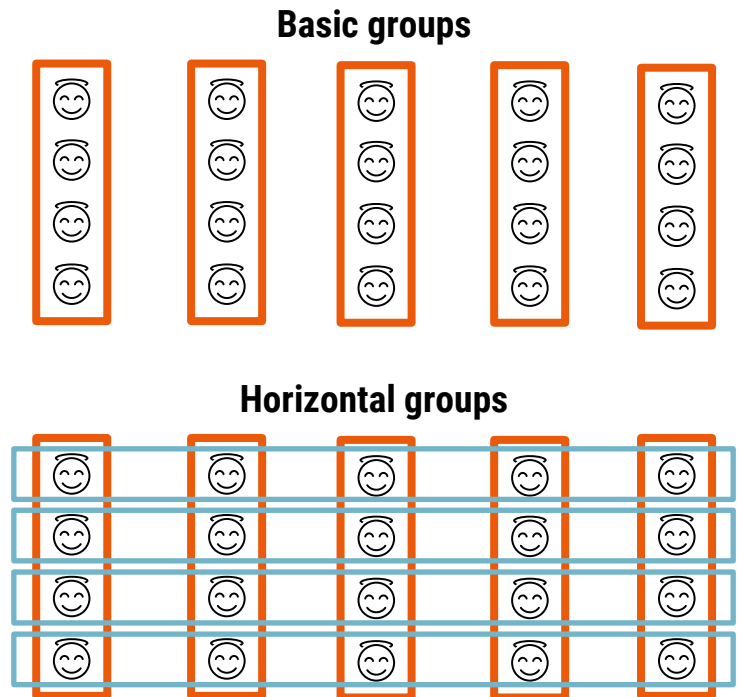
5. GroupExpo

Specifications:

- Duration: 1,5 - 3 hours
- Participants: 9 – 36
- Environment: face-to-face, Teams or Zoom

GroupExpo - preparations

- Divide participants to basic and horizontal groups
 - All groups should have participants with previous experience in Orchidea Workshop, so that they can help inexperienced participants during breakout sessions
 - In horizontal groups each participant should be from different original group so that they can present all ideas of their original group in the horizontal group
- Invite all participants to all GroupExpo workshops so that they get access to them.
- Important
 - If the users are using Orchidea Workshop for the first time, they must login to the workshops from the email invitations.
 - If the invited users are returning users, they can see all workshops in the workshop list.
- Plan how to communicate (slide, email, chat...) to participants in the beginning which workshops to join.



GroupExpo - preparations

- Show participants how to move between workshops in the workshop list
- Make sure that participants know which workshop in Orchidea they should join in the beginning

GroupExpo – collect ideas

The screenshot displays the GroupExpo interface. At the top, there is an orange navigation bar with the text 'Collect Select Create Develop Group' and a '2' in a blue circle. Below the navigation bar, the main content area is titled 'How to make sure all employees opinions are heard in decision making'. A large text editor box contains the number '1'. Below the text editor, there is a 'Participants (1/4) Invited users(2)' section with profile icons for VM, J, and JH, and a plus sign. To the right, a 'Filter & Sort' section is visible. Below this, a list of ideas is shown, each with a profile icon, a timestamp, and a numbered idea. The ideas are: 12 'Somebody has a role to facilitate internal short messaging platform', 11 'We investigate new alternative ways of involving team in decisions making', 10 'Virtually is easy to arrange 15 mitutes webinars, what is going on. Feedback is collected from participants through internet', 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 personnell's ideas', 7 'We use chat in remote meetings and ask everybody to share their opinion there to the topic under discussion', and 6 'Meeting agendas are shared in advance and participants are asked to prepare for the meeting'. A '1' in a blue circle is also present in the top right corner of the interface.

1. Ask participants to write 1-2 sentence ideas to the text editor for 10 minutes. The topic of each workshop is visible in top of the text editor.
2. Ask participants to exit 1st workshop topic by clicking the cross icon in the top right cornet of the screen
3. Ask participant to join another workshop from the workshop list and spend 5 minutes by adding their ideas to each of the other workshops.

GroupExpo – vote

1

2

2

2

3

4

Collect Select Create Develop Group

Filter & Sort

Show own

Show others

Show selected

Show unselected

Show used

Show unused

Sort: Most selected

Drag idea here to create a new group.

No item found

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 personell'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

5 Sprint meeting model, everybody knows what is happening

1. Ask participants to move to *Select*
2. Ask everyone to select the most potential ideas. Give criteria for voting and the number of votes per participant (15-25 % of total idea count)
3. Ask everyone to repeat voting in all workshops
4. Show participants how to sort ideas by popularity by choosing *Filter & Sort => Sort: Most selected*

Duration: 2 – 3 minutes / topic

GroupExpo – select

2 Filter & Sort

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

10 Virtually is easy to arrange 15 minutes webinars, what is going on. Feedback is collected from participants through internet 1 ✓

3 Drag idea here to create a new group.

No item found

4

1. Give instruction for the first breakout before starting it (this and 2 following slides)
2. Ask groups to sort ideas by popularity and agree who is going to write proposals for the top ideas, 1(-2) proposal / participant
3. Everyone drags idea(s) selected for him/her to empty area on the top right
4. Chosen idea can be complimented by dragging supporting ideas to the same group

Duration: 10 minutes

GroupExpo – create

The screenshot shows the 'Create' stage of the GroupExpo process. The interface includes a top navigation bar with 'Collect', 'Select', 'Create', 'Develop', and 'Group' tabs. The 'Create' tab is active. On the left, there is a sidebar with a 'Show Unused' button and two idea cards. The main content area is titled 'Let's find new digital ways to involve everybody to decision making'. It contains a description, a list of questions, and an attachments section. A 'Submit' button is located at the bottom right of the main content area. Numbered callouts 1-4 highlight specific UI elements: 1 points to the 'Create' tab, 2 points to the idea cards, 3 points to the question input field, and 4 points to the 'Submit' button.

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

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 online
2. Decision making would be more transparent
3. |

3

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

Attachments

Submit

4

No item found

1. Ask participant to move to *Create*
2. Ask participants to write solution proposals based on 1) the selected ideas visible on the left and 2) discussion in the group
3. Ask participants to answer also the sub-questions that you added after creating the workshop.
4. Set the timer on: 10 minutes for one proposal, 15 minutes for two proposals

GroupExpo – develop

The screenshot displays the 'develop' section of the GroupExpo interface. At the top, a navigation bar includes 'Collect', 'Select', 'Create', and 'Develop' (highlighted), along with a 'Group' label and utility icons. A sidebar on the left lists several proposals, with the selected one being 'Let's find new digital ways to involve everybody to decision making'. The main content area shows the details of this proposal, including a title, a description, and three numbered steps: 1. Describe your proposal, 2. What are the benefits of your proposal, and 3. Propose concrete next steps for the implementation of your proposal. Below the steps is an 'Attachments' section. To the right, a 'Development comments' section shows a text input field with a 'Submit' button and two comments from Jouni Halme.

1

Collect Select Create **Develop** Group

2

3

4

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 the platform, we should 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 n
2. Decision making would be more transparent

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

Attachments
No attachments

Development comments

We need to make sure that all managers are committed and driving this change. This could be done for example by including it as objective in their annual targets.

Submit

Jouni Halme 31.7.2020 klo 15.28.47 0
I'm a volunteer for moderating.

Jouni Halme 31.7.2020 klo 15.28.10 0 Edit
I've heard a lot of positive comments about DecideNow. We should definitely include it to our tool review.

1. Ask participants to move to *Develop*
2. Everyone presents their proposals in 2-3 minutes to their group
3. Others can comment verbally, but they should also write them
4. After presentations everyone incorporates the comments by editing the idea for 5 minutes
5. Finish the first breakout by asking participants to return to main session

GroupExpo – horizontal groups

The screenshot displays the GroupExpo interface. At the top, there is an orange navigation bar with icons for 'Collect', 'Select', 'Create', and 'Develop'. Below this, a sidebar on the left lists several proposals, with the selected one being 'Let's find new digital ways to involve everybody to decision making'. The main content area shows the details of this proposal, including a title, a description, and three numbered steps: 1. Describe your proposal, 2. What are the benefits of your proposal, and 3. Propose concrete next steps for the implementation of your proposal. Below the steps is an 'Attachments' section. To the right, there is a 'Development comments' section with a text input field and a 'Submit' button. Two comments are visible, each with a user profile picture, name, and timestamp.

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 the platform, we should 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 n

2. Decision making would be more transparent

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

Attachments

No attachments

Development comments

We need to make sure that all managers are committed and driving this change. This could be done for example by including it as objective in their annual targets.

Submit

Jouni Halme 31.7.2020 klo 15.28.47

I'm a volunteer for moderating.

Jouni Halme 31.7.2020 klo 15.28.10

I've heard a lot of positive comments about DecideNow. We should definitely include it to our tool review.

1. Divide participant to horizontal groups and start second breakout, but not before your instructions
2. Every participant presents all proposals of their original group and the rest of the new group comments verbally but writes them also to comments. 10 minutes for each participant. Set the timer on in each workshop.
3. After group members have presented, everyone returns to main session and incorporates best comments by editing their idea
4. You can ask the participants to prioritize the proposals by liking the best proposals.
5. After this you can agree the next steps