

7. World Cafe

Specifications:

- Duration: 1,5 hr - 2 hrs
- Participants: 12 - 60
- Environment: face-to-face, Teams or Zoom

World Cafe - preparations

- Divide participants to groups of 4 -5 people.
 - All groups should have at least one participant with previous experience in Orchidea Workshop, so that they can help inexperienced participants during breakout sessions
- If you have only one topic, you need only one workshop session. If you have several topics, you need own workshop session for each topic.
- Invite all participants to all 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 groups they belong to and which workshops they should join

World Cafe - preparations

- Show participants how to move between workshops in the workshop list
- As the workshop is started in breakouts, you should make sure that participants know which workshop they should join in the beginning

World Cafe – collect ideas

The screenshot displays the Orchidea World Cafe interface. At the top, there is a navigation bar with tabs for 'Collect', 'Select', 'Create', 'Develop', and 'Group'. The main content area is titled 'How to make sure all employees opinions are heard in decision making'. Below the title, there are two numbered callouts (1 and 3) in a box. To the right, a 'Filter & Sort' section is visible. The main discussion area shows a list of ideas, each with a user profile picture, a timestamp, and a numbered callout (1-12). A callout '2' is placed over a screenshot of a chat interface within one of the ideas. At the bottom left, a 'Participants (1/4) Invited users(2)' section shows profile pictures and initials for VM, J, and JH, along with a plus sign for more users.

1. Ask participants to tell in their breakout groups insights to the topic of the group. Insights should be also written down as ideas. About 20 minutes for group phase. Set the timer on.
2. After the discussion one participant from the group will remain with the topic and he will be moved to a new breakout group to present the ideas of his original group in 2 mins.
3. New group discusses the topic and writes down their insights, about 10-20 minutes / topic
4. 2. & 3. are repeated also with a 3rd group

World Cafe – vote

1

3

2

2

2

1. Ask participants to move to *Select*
2. Ask everyone to select the most important insights in all groups where they participated. Establish the criteria for voting and the number of votes per participant (15-25 % of total idea count)

Duration: About three minutes for each topic

3. See Filter & Sort in the next slide

World Cafe – select

The screenshot shows the 'World Cafe' interface in the 'Select' tab. The top navigation bar includes 'Collect', 'Select', 'Create', 'Develop', and 'Group'. A 'Filter & Sort' menu is open on the left, with 'Sort: Most selected' checked. A list of ideas is shown on the left, with one idea selected. A drag-and-drop area on the right is labeled 'Drag idea here to create a new group.' A mouse cursor is hovering over the selected idea, which is being dragged towards the right area. Three numbered callouts (1, 2, 3) highlight the 'Filter & Sort' menu, the selected idea, and the drag-and-drop area respectively.

1. Organize participants back to their original breakout group and ask them to sort the insights based on popularity by choosing *Filter & Sort => Sort: Most selected*
2. The group agrees that who (the operator) should share the screen.
3. The operator drags and drops about 10-15 most voted insights to the right. These will be discussed in *Create* tab.

World Cafe – create

The screenshot shows the 'Create' stage of the World Cafe process. At the top, a navigation bar includes 'Collect', 'Select', 'Create' (highlighted), 'Develop', and 'Group'. On the left, a sidebar contains a 'Show Unused' button and a list of ideas with counts: 'Promote good meeting habits' (2), '12 Somebody has a role to facilitate internal short messaging platform' (3), and '11 We investigate new alternative ways of involving team in decisions making' (2). A 'Show ideas not in group' button is at the bottom of the sidebar. The main workspace has a header 'Write proposal name here' (callout 3) and a text area 'Write proposal description here' (callout 3). Below the text area is an 'Attachments' section with a paperclip icon. A 'Submit' button is on the right. On the far right, a vertical list of insights is visible (callout 4), including 'We add li opinion t' (31.7.2), 'Better ar meeting:' (31.7.2), 'Let start model' (31.7.2), and 'Let's finc involve e' (31.7.2). A top toolbar contains icons for help, lightbulb, timer, and close. A large blue circle with the number '1' is positioned above the 'Create' tab, and another with '4' is above the insights list.

1. The operator moves to *Create*
2. The operator drags and drops to the right insights based on group's opinions.
3. The operator adds bullet points to the text editor based on group's opinions and discussion.
4. The facilitator gives 10-20 minutes and sets the timer on in each topic.

World Cafe – develop

The screenshot displays the 'World Cafe – develop' interface. At the top, there is an orange navigation bar with tabs for 'Collect', 'Select', 'Create', and 'Develop'. The 'Develop' tab is active, and the page title is 'Group'. On the left side, there is a list of workshop topics, 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 workshop, 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. On the right side, there is a 'Development comments' section with a text input field and a 'Submit' button. Two comments are visible, both by Jouni Halme, dated 31.7.2020 klo 15.28.47. A blue circle with the number '2' is overlaid on the workshop title, and another blue circle with the number '3' is overlaid on the development comments input field.

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.

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. All participant should return to main session from breakout groups
2. Each group presents their proposals in 2-4 minutes. The facilitator sets the timer on.
3. Members of other groups move to the Develop page of that topic and can post their development comments.
4. At the end of facilitator can export the results to Word-document by clicking the three dots on the right-hand side of the workshop name in the workshop list.