"How do I make my organisation more inclusive?

Information

Objectives of the Session
• To explore strategies organisations can put in practice to meet the needs of diverse groups of people to facilitate their involvement and participation. • To explore strategies organisations can put in practice to find new members and to reach out to the public.

Participants' Learning Objectives
• To experience a participatory and democratic process, in which every decision is made in consensus.

Risks
The method used in this session is taken from the Technology of Participation (ToP). Inexperienced trainers should treat this session outline with caution. If the opinions of the participants how to group the ideas or name the columns differ greatly, it takes more time to find a consensus than planned in this session outline.

Tips / things to take into consideration
In general, the main question is exchangeable to deal with different topics.

Requirements

Time required
85 minutes

Space required
Room with a big wall that all participants can see clearly, if seated in a half-circle around tables (guide number: around 5 participants per table).

Group Size
Up to 25 people

Group Info
Not specified.

Materials required
• Sticky Wall and repositionable glue in spray can (if not available: pinboard and pins); • White A4 and 50 sheets of A5 paper; • Colourful paper with random symbols (house, apple, star, car, etc.); • Black marker and pen for each participant; • Something to be creative and play with their hands for the participants (e.g. pipe cleaners, plasticine);
Preparation needed before starting

- Arrange room and material as listed below;
- Draw random symbols on around ten colourful papers (house, apple, star, car etc.);
- Write main and sub-questions down.

Activities step by step

Step 1: Introduction
5 Minutes

- Introducing the process of the session and the main question: “How can we make our organisations more inclusive?”
- Everyone read the question: Is this question relevant to you? Would you like to change anything about it?

Step 2: Establishing context
5 Minutes

Establishing context by collecting short answers from the participants to the following questions:

- What topics do you touch in your organization?
- Who is coming to your activities?
- How do you feel about the way you manage your work?
- What kind actions are successful?
- How are decisions made in your organization?

Step 3: Individual brainstorming
10 Minutes

- Individual brainstorming in quiet on the main question (write it down on a piece of paper only for yourself); write down everything that comes to mind
- After some time, choose the 3 ideas that are most important to you.
- Write the 3 ideas down on a A5 pieces of paper (1 idea on 1 card, write big, 3-7 words on each paper maximum)
- Make clear to the participants that no idea will be lost
- Ask the participants to put their individual paper away (into a pocket)

Step 4: Sharing ideas
10 Minutes

- Participants share ideas on their tables
- Decide on 7 most relevant ideas per group
- Again make clear that no idea will be lost

Step 5: Grouping the ideas
30 Minutes

- Each group gives 2 ideas (of the remaining 7 most relevant ideas) to the facilitator: What are the 2 most creative ideas that came up?
- Papers are collected on a wall randomly
- Ask the whole group: Do you understand everything?
- Ask the group: Do you see 2 ideas that go well together?
- Put them in a temporary group

- Repeat -
• What are the 2 most surprising ideas your group came up with?
  • Collect them randomly
  • Ask for understanding
  • Ask group to group the new ideas either with already existing groups or form new groups (already existing groups can split up again and don’t give headlines to the group)

- Repeat -

• What are the 2 ideas with the lowest costs?
• Slowly the group ideas form into columns
• The columns get random symbols as ‘headlines’
• Groups get the chance to put the symbols on papers they still have or add remaining ideas to the collection without a symbol if they don’t fit into any group
• All new ideas get introduced
• Ask for understanding
• Continue structuring the ideas into columns
• Ask participants to get back to their brainstorming paper and see if there are more ideas; write them on bigger paper (with symbols)
• Collect, ask for understanding, continue to structure them into columns until all ideas are there

Step 6: Naming the columns
  15 Minutes

• Start with the biggest column
• Have some read out all ideas in the column
• Have the group find a name the whole group agrees with
• Replace the symbol with the name
• Repeat with 2nd largest column
• Repeat until all columns have a name
• Read the main question and all names of the groups out loud
• Ask the group if everyone agrees with the groups and names

Step 7: Debriefing & Closing
  10 Minutes

• Which idea do you find fascinating?
• Which activity feels uncomfortable to you?
• What did you learn in this workshop?
• Which ideas would you like to try?

Thanking group for their ideas and effort to work together.