

How to use this guide

This guide is designed to be used by anyone - even if you have limited experience of facilitating group discussions. It takes you step-by-step through the process, from planning and set-up, to what to say at each stage of the visioning exercise. It is a good idea to have a small group to prepare and run the event - see more on roles below. .

The visioning exercise is broken down into three sessions. In person, you could do this all in one day. If you are doing it online, a full day is not recommended - instead you could schedule three separate sessions to work through the exercise.

Here are our suggested timings, including short breaks:

- 1: Introduction and **What Is?** - 1 hour 45 minutes
2. **What If?** - 3 hours (add 30 minutes if you do the optional exercise)
3. What Next? and closing - 2 hours 15 minutes

The process can be run online or in person. There are pros and cons to each.

Online

- You will need: online tools for group video calls (like Zoom, Teams or Meet Coop) and creating shared notes, like Google Docs, Next Cloud or Miro. Consider cost as well as how familiar and accessible they are to your participants when deciding.
- Online meetings can be harder for some people to participate in, particularly if they struggle with computers or do not know the group as well.
- For other people, it can be easier to join from home, without needing to travel or arrange cover for caring responsibilities.
- It is best run in a series of separate sessions - a full day online is very draining for most people.

In Person

- You will need: a suitable venue, materials for capturing notes and ideas (like flipchart, large white boards or a roll of paper, pens and maybe sticky notes) and to think about providing some refreshments to sustain people's energy.
- It can take more time, effort and money to organise an in person event, and it is important to think about how to get people to engage and make sure they attend.
- It can be easier to connect, participate and have a deeper experience with other participants when you gather in person.
- It can run in a series of separate sessions or all in one day with breaks.

Whichever you choose, the following pages will help you plan and set up your event to try to overcome some of the challenges and so participants feel as comfortable as possible, and fully able to take part.

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