

FACILITATION OPTION C: VISIONING CHANGE

Visioning Change Orientation

This facilitation plan begins with individual and collective visioning as a starting point, which is then expanded upon to generate, prioritize, and grow ideas.

The process of Visioning Change is:

1. Community Scan
2. Community Visioning
3. Mind mapping ideas
4. Prioritizing ideas
5. Growing ideas

Community Conversation Facilitation

Throughout the session, participants will work individually, in pairs, in large groups of 8-10 (table groups) and as a full group. The ideal room arrangement is a setup of large round tables.

MATERIALS

Room set up in circles

Flip charts

Markers

Timer

Post-it notes

Printed worksheets

Tape or sticky tack

Star stickers

1. COMMUNITY SCAN

Think about your community – its assets and its opportunities. Get into pairs and take turns interviewing each other. Ask:

- What are the values that are core to this community?
- To you, what are the most valuable assets (places, people, events, groups, things) within this community?
- What are the biggest issues facing this community?
- What are your biggest hopes for this community?
- How do you imagine the future of this community?

You can take notes on the [Community Scan Questions](#) worksheet.

(20 mins – 10 mins per person)

Pair up with another pair and share a summary of your discussion – what you heard, what stood out, the similarities and differences.

(10 mins)

The facilitator should document the discussion by asking groups to share back key insights and conversations.

(5 mins)

2. COMMUNITY VISIONING

Visioning Focus Question -

How do you want to see the museum engage and have a relationship with the community within the next 5 years?

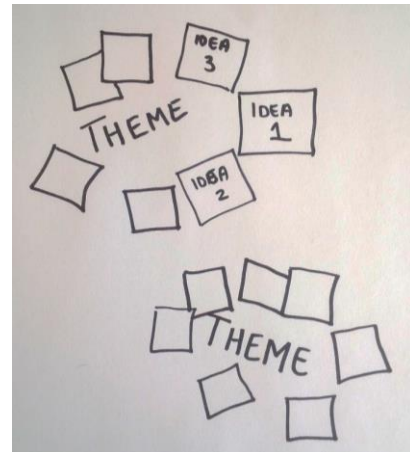
Process –

1. Individually and silently brainstorm responses to the focus question and write them down on a sheet of paper. (5 mins)
2. Share your ideas in table groups (7 to 10 people) to eliminate duplication, but honour diversity. Transfer the ideas to post-it notes writing one specific idea per post-it (2 to 6 words in bold big letters). Start to arrange them in priority sequence. (10-15 mins)
3. Share back with the full group. The facilitator will direct this in a round robin method (one idea per group at a time) in response to the following categories:
 - Round 1: Most important to achieve
 - Round 2: Most difficult to achieve
 - Round 3: Easiest to achieve
 - Round 4: Most different than others already up

**For this exercise you want 30-40 ideas up so repeat the rounds as many times as is needed. As the last round, you can have a final category of: One that you want up that isn't yet captured.*

As each group shares, they should stand and post the idea on the wall.

- If it is similar or related in theme to another idea post it next to it and name the commonality.
- The facilitator should label each themed cluster (different colour, big bold letters) as they emerge (e.g. Access to programs; better communication; community involvement in planning exhibits; etc.) Aim for 5-10 core themes. (15-20 mins)



4. In table groups, discuss the themes:

- What stands out for you?
- What do you like? What excites you overall?
- What are the strengths of these themes?
- What are the challenges of these themes?
- What would be different for your community/museum if these themes were accomplished?
(10 mins)

The facilitator should document the discussion by asking groups to share back key insights and conversations.

(5 mins)

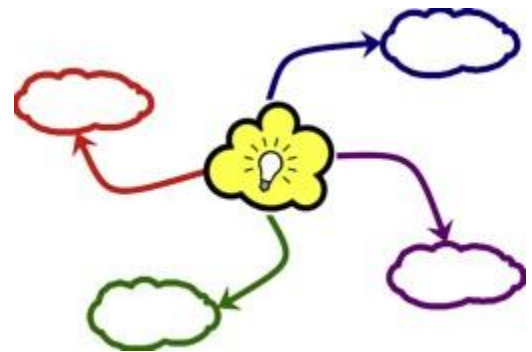
3. MIND MAPPING IDEAS

Write each of the themes on large flipchart-sized paper around the room (whiteboards work well too). Make sure there are several markers with each theme.

Ask each table group to stand in front of a different theme (it's ok if there are more themes than groups).

Exercise: As a group, discuss ideas for how the themes could play out:

- Think of the opportunities identified in the community scan and how they may be connected
- Think of the various assets identified (places/groups/events/people) and how they may offer value
- Brainstorm specific program and service ideas



Add to the mind map! Draw in larger topics or target groups before expanding into specific ideas that could be implemented. Use different colours, lines and images.

(15 mins)

After 15 mins ask the groups to move clockwise to the next theme. As groups move to the next theme, they will be building upon the previous ideas already generated. (After two moves, the time per vision can be reduced to 10 minutes.)

4. PRIORITIZE IDEAS

Through dotmocracy, it's time to prioritize the ideas. Remind everyone of the goal (of establishing a deeper, more sustainable relationship between the museum and the community), then ask everyone to walk around the room and put a star next to their two favourite ideas on each theme sheet.

Count all the stars each idea has and write the number next to the title. Identify the top 5-10 ideas (depending on group size) with the most stars together in a space everyone can see.

(15 mins)

5. GROWING IDEAS

Assign each of the 5-10 top ideas to a different table. Ask each participant to go to the table of the idea that most interests them.

With your group, document the idea and discuss the following questions on the Idea Worksheet:

1. What problem is this idea solving?
2. Who could benefit from this idea?
3. Where will this idea be used?
4. When can this idea be used?
5. How can we make this idea better?
6. What would be needed to make it real?

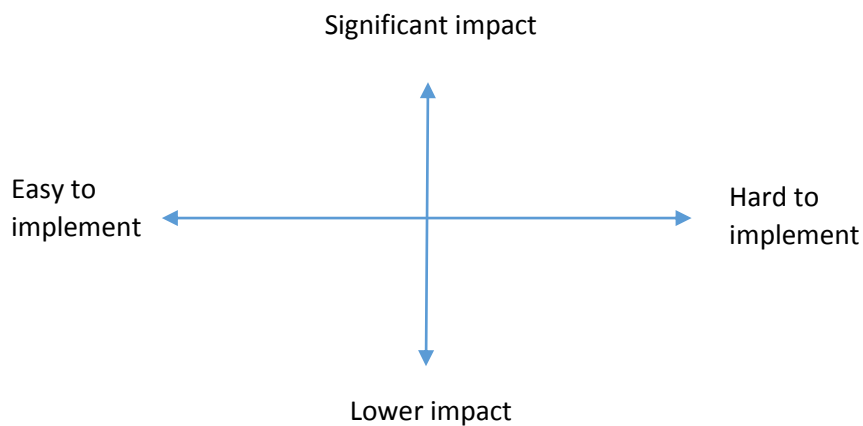
(30 mins)

Share back with the full group by having each table present their idea.

(10 mins)

Draw the following grid on a whiteboard or flipchart paper at the front of the room. To complete each share back, ask the table where they would plot the idea on the grid. Validate this placement with the entire room as you write the name of the idea in the appropriate place on the grid. If there are differing perspectives, take a few minutes to discuss and together arrive at where to place it on the grid.

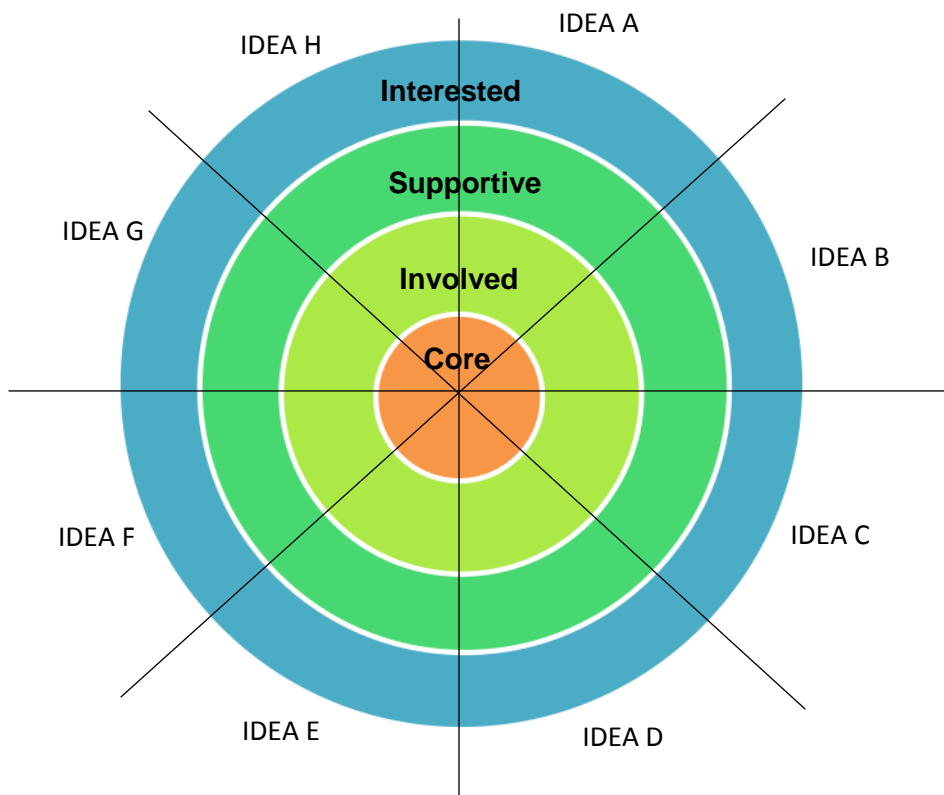
The facilitator should collect each group's idea worksheet once they are finished presenting.



Closing exercise:

Use the Wheel of Engagement Worksheet to gauge interest in participation and leadership.

- Take a few moments to summarize at a high-level how each level is defined:
 - **Core** - interested in being actively involved in the functioning and development of the idea.
 - **Involved** - want to be frequently consulted and given opportunities to provide in-depth feedback. (i.e. attending topic specific/community specific/age specific discussions or workshops)
 - **Supportive** – want to provide some form of support and input (i.e. attending future community forums, answering surveys and providing input online).
 - **Interested** – want to be kept informed of the progress of the initiative, but not be directly involved in the work (i.e. newsletter, informed about opportunities to participate in events).
- Read out the top ideas and ask participants to write them around the wheel
- Ask people to place a dot (or dots) to indicate the level of involvement they would like to have for each idea in putting the ideas explored today into action
- Hand these in to the facilitator



(10 mins)

Closing comments

The Facilitator/working group representative should thank the group for their participation and close the session by discussing the following items:

- Next steps in the process
- How we will share outcomes etc.
- Accountability back to you, the community
- Timeline

1) Follow up with the participants with notes and next steps (Working Group Meeting)

The facilitator should capture all notes, discussion outcomes, and take photos of any completed grids/flip charts/ whiteboards from the session.

Set up a Working Group meeting to debrief the community consultation (2-3 hours).

- Review the notes and Community Consultation Outputs
 - Impact/Implementation grid
 - Top idea sheets
 - Wheel of Engagement sheets
- Create a notes document to share back with participants. Include:
 - Photos of charts, maps, whiteboards etc.
 - Whole group insights that were shared throughout the session
 - Top idea sheets
 - Do not include Wheel of Engagement sheets
 - You are purely sharing back the outputs from the community consultation; don't feel you need to weigh in on the feasibility of ideas or commit to any ideas at this stage
- Compose an email to participants with the notes and next steps with timelines.

The next steps can be as simple as letting participants know that the Working Group will debrief on a certain date and will be creating an action plan over the coming X months. You can commit to sharing the action plan back with participants too and ask for further involvement at that stage if needed.