

# Workshop Handout (front - instructions)

**You and your tablemates are on a team tasked with four things based on the scenario we've just shared with you.** If you feel any discomfort during this activity, rest assured there are no wrong answers. Simply keep the following in mind as you dive in, work with your team, and have fun!

**YOUR GOAL** is to complete each task in the order they're presented **and** get approval for each task before moving onto the next one. Each task has various components.

## YOUR MATERIALS

**There are 2 types of CUE CARDS on your table:**

1. The **number** is your **team number**. The person sitting in front of (or closest to) the team number is your **team lead**.
2. **Don't flip over the other cards** until the stage indicated.

**Use one piece of CHART PAPER per task.** You'll be seeking approval by showing your work in this format.

- Use the top of of the chart paper to provide answers to the questions for each task
- Use the bottom of the chart paper to complete the drawings for each task

## GAMEPLAY RULES

- The team lead is responsible for dividing up work between the teammates
- Follow the instructions revealed on the cue cards.
- You have 25 minutes to complete all the tasks. Plan accordingly.
- You may only seek approvals for each task in the order they're presented.
- **Ready to seek approval?** Raise your team number card.
- **Questions during the activity?** Raise your hand.

To complete	Answer... (top of chart paper)	Draw... (bottom of chart paper)	Get approval
TASK 1	What is a potential problem that you see in this scenario? Who would be affected by this?	A bunch of mushrooms, a snail eating, a cat sleeping	
TASK 2	What are 3 potential solutions for this problem?	Your favourite bird, what you had for lunch, a firefly	
TASK 3	How are you going to assess these solutions?	A puppy with a ball, a comfortable chair, your favourite beverage	
TASK 4	Which is the best solution?	A blue whale, some goldfish, a nest with eggs	

## Workshop Handout (back - participant information)

**Please do not flip the page over until  
instructed to do so**

*Optional:* we invite you to share who you are so we can get to know you.

[illegible]

## Wildcards: Front

<p><b>DO NOT TURN OVER UNTIL</b></p> <p>You're ready to seek approval for task 2</p>	<p><b>DO NOT TURN OVER UNTIL</b></p> <p>You're ready to seek approval for task 3</p>
<p><b>DO NOT TURN OVER UNTIL</b></p> <p>You've obtained approval for task 2</p>	<p><b>DO NOT TURN OVER UNTIL</b></p> <p>You're ready to seek approval for task 3</p>
<p><b>DO NOT TURN OVER UNTIL</b></p> <p>You're ready to seek approval for task 3</p>	<p><b>DO NOT TURN OVER UNTIL</b></p> <p>You've obtained approval for task 3</p>

## Wildcards: Back

Brainstorm an additional solution.	Redraw one of the drawings from task 3.
Sit out for this task if your name comes first in the alphabet.	<p>There's no more funding for your team.</p> <p>Your new task is to describe lessons learned in tasks 1-3 to submit for approval in the time allotted.</p>
Business as usual. Carry on.	Assign new team lead.

# Guidance for “approvers”

## TO PREPARE FOR YOUR ROLE AS AN APPROVER for the teams, please:

1. Read the instructions handout for our activity to get familiar with the the game
2. Watch this video to help get into character: [Sh\\*t Bureaucrats Say](#)
3. And read this guide

**You're a public servant working in a large federal department:** you don't know why this is the approval process and you don't know how it came to be. **Just think of yourself as a cog in the machine.** Feel free to come up with a backstory for your character! Your goal is to stay in character and have fun—use as much jargon as you'd like (e.g. “escalating” folks questions). It's completely ok if the participants seem frustrated (we expect them to be).

Keep in mind we want to avoid making participants feel badly, judged, shamed. Please answer from a place of compassion and empathy if participants ask whether they're doing the activity correctly.

If you don't know the answer to a question, you can totally say “I'm not sure, I'll have to escalate this.” You can also not really answer the question (see below for some sample answers).

## WHAT ARE YOU DOING

**You give approvals and answer questions.** To seek approvals, teams will raise their table number card. To ask a question, teams will raise their hands. Teams will request approvals for each of their tasks. They can request multiple approvals at a time, but just make sure they're getting their tasks approved in order (from Task 1 to Task 4).

To approve a task, check that the team has answered the task and drawn their three prompts. If those are complete, give them a sticker in the approvals column of their workshop handout. If not, tell them to complete anything that's missing and then request approval again.

## FAQs AND SAMPLE ANSWERS

**Question:** Any question that you're not sure about.

**Answer:**

- *I need to escalate this question.* Get back to the table after checking with another approver (or don't).
- *There's a backlog of requests right now, I will get back to you soon.* Walk away.

**Question:** Why do we have to do this task? Why do we have to do these drawings?

**Answer:**

- *These are the instructions we've been given;*
- *This is just how we have to do it;*
- *This is what we need to do to get approvals*

**Question:** How should we divide the tasks?

**Answer:** *We trust you to get the job done and that's for the team and team lead to decide;*

**Any questions about whether folx are “doing this right”, keep in mind kindness & compassion.**

**Answer:** *Complete the tasks to the best of your abilities. There are no wrong answers.*

# Debrief & Discussion Questions

**Let's take a moment to reflect on our activity.** You may provide your answers on Slido (optional).

Slido.com #XXXXXXX

How did you feel during the activity?

Did the process help your team accomplish its goal?

What challenges and/or blockers came up for your team?

Did the activity resonate with your own experience? (If so: how?)