

CONSENSUS WORKSHOP METHOD OVERVIEW

Workshop Question: Is a question to which the workshop content & product are a response.

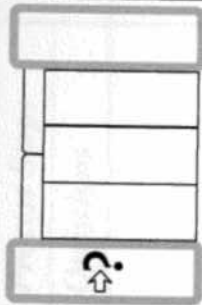
RATIONAL AIM

What the group needs to **KNOW** – the product or decision

EXPERIENTIAL AIM

How the group needs to **BE** different by the end of the workshop

CONTEXT

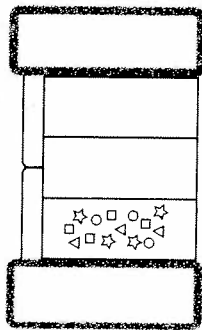


Set the Stage

1. State the purpose or aim of the workshop.
2. Clarify the workshop question.
3. Briefly outline the process and time frame.
4. Lead the group in talking about the topic for a few minutes using a short Focused Conversation

See page 33.
[3-10 minutes]

BRAINSTORM

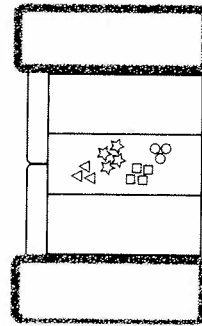


Generate New Ideas

1. Individually list answers to the workshop question.
2. Select important ideas and write on cards individually or in teams.
3. Pass up first round of cards.

See page 34.
[5-15 minutes]

CLUSTER

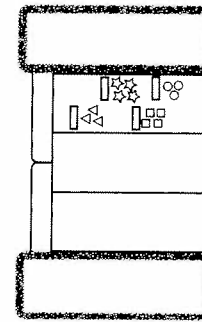


Form New Relationships

1. Form 4-6 pairs that clearly go together.
2. Ask for cards that are different and develop clusters.
3. Quickly give each cluster a 1-2 word tag.
4. Mark remaining cards with tag and pass up.

See page 35.
[7-20 minutes]

NAME

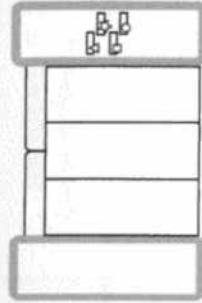


Discern the Consensus

1. Talk through the largest cluster first.
2. Give the cluster a 3-5 word name or title which answers the workshop question.
3. Repeat for the remaining clusters.

See page 36.
[10-30 minutes]

RESOLVE



Confirm the Resolve

1. Focus the group on this consensus by reading all the title cards.
2. Discuss the significance of the consensus.
3. Create a chart or visual image to hold the consensus (optional).
4. Discuss next steps and implications.

See page 37.
[5-15 minutes]

Preparing to Facilitate a Consensus Workshop

Notes

In preparing to lead a workshop, the facilitator needs to clarify the intent of the workshop. Why are we doing this workshop? What does the group need to know or decide? What product will the workshop produce? What do I want the group to experience in doing this? Then the facilitator crafts the workshop question from which the brainstorm data will flow. Consider the difference in the type of responses you would get with these two different questions: (1) *What's wrong with our present production process?* or (2) *How can we increase production to full capacity?*

Can you have at least 15 answers to this question?

The workshop question is a question to which the workshop content and product are a response. It is the question the group will answer by completing the workshop.

The Rational Aim is the practical product of the workshop. It is what the group needs to:

- know
- understand
- plan
- produce
- do or decide on

The Experiential Aim is the mood and tone of the workshop. It is:

- what the group needs to experience (e.g. excitement, soberness, celebration)
- what you'd like to have happen in the group (e.g. new or deepened insights, breakthroughs, discovery)

Consider the following workshop questions. Create your own Rational Aim and Experiential Aim for each question.

- What are the elements of an effective leave policy?*
- What do we see going on in our lives (or organizations) in three years?*
- What do we want to accomplish in the coming year?*
- What can we do to improve our inter-office communications?*
- What steps could we take to ensure successful implementation of this new policy?*
- What are the blocks to a positive public image for our organization?*
- What are the roadblocks to successfully reaching our targeted goals?*
or How