

SIDN331 Co-Design Workshop Runsheet - How might we make Springload's recruitment process more inclusive?

Facilitated by Jess

Introduction

Names + pronouns

Ask for consent to record zoom call - Thumbs up or down

Guidelines for zoom - cameras on, mic on when speaking and questions in chat

Miro instructions - how to navigate, follow facilitator, Use the sidebar

Agenda

Explained by Grace

1. Icebreaker
2. Activity 1
3. Break
4. Activity 2
5. Activity 3
6. Questions
7. Conclusion

Allow 10 minutes for this

Icebreaker - CV

Facilitated by Imogen

Activity benefits:

- Getting to know each other

- Being creative

- Theme is relevant to the topic

Explain icebreaker instructions - all fill out CV templates with personal answers

Allow time to complete activity (everyone involved) Check up on participants after 5-10 minutes

Take turns showing and explaining answers

Questions/Comments

Allow 15 minutes for this

Summarise research

Facilitated by Christian

Run down of national and international companies processes

Expand more on the bullet points on the Miro Board

Questions/Comments

You'll be able to share opinions/ thoughts in next activity but any questions/comments so far?

Allow 10 minutes for this

Review research

Facilitated by Grace

- How the rating scale will work with emojis

- Give an example of how it will work

- Explain benefits (insight into participants opinion)

- Discuss any points brought up during research sharing

- Give time to do activity and allow all to share why they rated certain ratings

- Reflect on activity/ comments/ questions

Allow 15 minutes for this

Break

Allow for 5 minutes and give participants a change to talk to facilitators

MoSCoW

Facilitated by Jess

- Run through how the activity works and time it will take

- Run over the purpose - Give benefits of this activity

- Explain an example

- Give participants 5-10 min to get started, after that check in and see how they are going

- Give a little more time if needed

- Run through answers of everyone

- Summarize activity/ experience

Allow 20 minutes for this

Questions in a Hat

Facilitated by Imogen

- Explain instructions ('picking' number from hat and revealing a question from the corresponding number on right)

- Explain the purpose of this (filling the gaps to learn any extra information)

- Talk through an example

- Each participant answers two Q's Each and we run Through activity as A group

- Create discussion

- Summarise the activity and experience

Allow 15 minutes for this

Conclusion

Facilitated by Christian

- Thank you for your time

- Share what will be done with the results from here

- Ask all to share any final thoughts

- Ask all to share their favourite part of the workshop

- Ask all to share one thing that are taking away from doing this workshop

Allow 5 minutes for this