Design Process Hosting Flow

Room Set Up

- Begin in circle – like Open Space. If there is one, utilize the open space market place for calling the projects/ideas – but one round only
- Lay out exactly enough papers for spaces available
- Determine spaces available by imagining 4 or 5 people at each table (including the initiator – so if you have 50 people you can have 10 or 11 initiators)
- Whenever possible set up each of the conversation spots beforehand so you can reinforce your request to participants to "not move furniture" – in cases where it is not possible to set up the spots beforehand, be really clear in your instruction

The Call

- Emphasize that this is a call to process design leading to an action plan (otherwise people will bring in more exploratory conversations not so conducive to designing process)
- First come first serve
- Post on the board
- Provide hand out of design process for every participant

Movement to Conversation Spots

- Invite the initiators to go to their spots first to get settled
- Invite everyone else to distribute themselves among the initiators – reinforcing the numbers at each table and reassuring people they will benefit from contributing to whatever topic they end up at – even it if wasn't their favourite one
- Allow 1 hour (or a bit more) for the conversation. Give a 10 minute warning so people have a moment to see how they want to complete their time

Harvest

- Invite people back to the circle for a two part harvest
- The harvest is not the results of the design process
- Harvest 1 – ask the initiators to share what the process was like for them
- Harvest 2 – ask the participants to share what the process was like for them
- Mostly looking for learnings about the process

DESIGN PROCESS

This is a process that can be used to reflect on a meeting, project or initiative you want to call. It emphasizes the thoughtfulness and intention required to establish the conditions for conversations that matter and are different than the usual conversations that show up. Usually, a caller brings forth an idea and three to six people join the caller in exploring the process and questions below. It is optimal to have 45 to 90 minutes to complete this process. If you find yourself jumping from step to step, don't worry. The process is flexible. The more steps you address, the more likely you are to have a successful plan. Remember, 80% of a good meeting happens before the meeting occurs.

Purpose

A good Purpose Statement defines, with absolute clarity and conviction, the purpose of the conversation, meeting, work, community, or whatever you are trying to address. An effective statement of purpose will be a clear, commonly understood statement of what identifies and binds the work and/or community together. Typically, once you have clear purpose, the rest will be easier to determine.
What is the big purpose you are trying to fulfill?
How does that purpose meet your understanding the need it is intended to address?

Harvest

Keep in mind that the harvest is how we make and share meaning of the experience. Different audiences may be served better by a different harvest.
What do you want to harvest?
What is the purpose of the harvest and who are the audiences?

- In your hands (tangible)
- In your hearts (intangible)

Invitation

Remember, how I am invited will determine how I show up. (" Nothing about us without us!")

Who is it we want to bring together?
What is the inspiring question that will bring people together?
How will we invite people so they know they are really needed?

Meeting

What will you do to make the meeting/initiative/process more creative and powerful?
What does your design flow 1.0 look like?
What methodologies would best serve your purpose?
How will you surface and work with limiting beliefs?

Wise Action

How will you invite action?
How will action happen?
How will you design the conclusion (convergence) of the meeting, project or initiative to help foster wiser and more committed action?

Please do not get stuck in the details or differences of opinion. If you need help remember that, "It's kind to ask for help – a person who can't ask for help can't be trusted."

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