

Work Session Title _____

Problem
Where are you now?

Outcome
Where will you be after this work session?

Work Session Goal
What is the goal for this workshop?

Assets What raw materials do you have to work with?

People
Who will be involved in your work session?

Environment
Where will you hold this session?

Materials
What materials are available?

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Activity

Describe or sketch the activity. You may want to prototype it or use a separate piece of paper.

Methods

Some ideas to get you going:

Gather Information

Inspiration boards?
Homework?
KJ Exercise?
Visualizations?

Idea Generation

Worksheets?
Posters?
Personas?
Compelling imagery?

Refine Concepts

Sketchboards?
Posters?

Evaluation and Select Ideas

Posters?
Frameworks?
Selection Criteria?
Dot Voting?

Move a Conversation

Forward
Meat & Cake
Quick feedback
Attitude Adjustment

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Environment

Draw a map of your session. Where will tables go? What room factors should you take into consideration. How many groups? How big will the groups be?

Materials List

What materials will you need?

Roles

Who will be in your session and what role with they play (participant, group leader, facilitator)?

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Agenda

How long will the session be? Will there be breaks? How long will each activity be?

Groups

How many groups? Who will be assigned to which group?