

# Workshop Method

## What

The Workshop Method is a decision-making methodology that enables the group to build consensus-based decisions. It requires a Sticky-Wall, paper, including colored, and markers. It presumes that knowledge and wisdom resides in the group and that the people present can make important decisions that affect their lives, work, and relationships. It helps the group align ideas and build on each other's thinking. This method can be used to build a shared vision, identify issues, create a report, build a presentation, establish a work plan and develop a curriculum.

## When

The Workshop Method is used when there is a need to tap the group's knowledge, energy and creativity and when a decision requires consensus-based development.

## How

- 1. Invite the right people:** This method assumes that the people that show up are the right people to make the decision. Therefore people that are invited are very important to the success of the results.
- 2. Define the context:** The context of the meeting is defined by some sort of staging question or instructions. ToP™ uses the Focus Question. A Focus Question is developed in advance and has two parts, with one part a description of the group or organization that has come together and the other part is a “what” or “how” question identifying the issue or concern, who will be affected by the results, and setting a time period for completion.
- 3. Brainstorm ideas:** Using the Focus Question participants are encouraged to generate several ideas, one idea per card, 3 to 5 words per card, in large (2”) letters. They are asked to select their three best ideas to compare with those from others in a small group. The group chooses the best of the total and passes them forward, in several rounds, as requested by the facilitator.
- 4. Organize the information:** The facilitator places the ideas randomly on a “Sticky Wall.” With the second request the facilitator asks the group to start identifying relationships among the cards, cards that naturally fit together. In this process silence is considered consent.

- 5. Name the categories:** During clustering a geometric shape is used as a place-holder for a cluster title. After the initial grouping each cluster is discussed and a 3 to 5 word title is assigned. The group reflects on their work and the significance of the cluster naming.

Focus Question:				
	Super Header 😊 ◆			
Cluster Title ◆	Cluster Title 😊	Cluster Title ◆	Cluster Title □	Cluster Title ○
Idea	Idea	Idea	Idea	Idea
Idea	Idea	Idea	Idea	Idea
Idea	Idea	Idea	Idea	
Idea	Idea	Idea		
Idea	Idea			
Idea				

- 6. Formalize the commitment:** The Sticky Wall is reorganized with the largest clusters on the left, smallest on the right. The group reviews the entire Sticky Wall discussing the significance of the work as a whole. They then decide what the next steps are and the format of the report.