# STORYBOARDS

Storyboards are useful in developing a vision for the future

A storyboard uses the same process as brainstorming, with two advantages.

1. Participants think before they respond. Identifying what you want them to think about is the first step.
2. If the items are described on post it-notes, they can be grouped and combined easily -- giving participants the satisfaction of organizing their ideas quickly.

If ideas will span across a broad spectrum, the facilitator may want to think through categories in advance and post those categories to help sort information.

Step 1.         Ask the question.

Step 2.         Give people five to ten minutes to respond in writing.

Step 3.         Each participant posts his or her ideas.

Step 4.         Participants have the opportunity to walk around the room, taking in all the ideas and gaining a visual image of what they will create.

Follow-up: The information may be used as a basis for a report or plan.

*Practice prompts:*

* *If money were not a problem, describe Best Start 20 years from now.*
* *What are some ways we can create a safe, nurturing environment where learning can take place?*

**RANKING**

Ranking is a decision-making technique that helps the group select the most appropriate and relevant idea.

Firstly, you can use brainstorming to generate the quantity of ideas you are looking for. Then the group must determine a selection criterion to use to guide their personal decision-making process, against a numerical scale.

Ranking the items can be accomplished in a number of ways. The easiest is to use sticky dots. Give each participant five dots and instruct them to write a number on each dot 1, 2, 3, 4, 5. Then direct the participants to select from the list the five most significant or useful ideas.

Tell the participants, "Now that you have selected in your own mind the five most important ideas -- of those five items, give the dot with five points (the number "5") to the most significant and the dot with one point ("1") to the least significant of your five favorites. Continue giving points according to preference (four points to next most favorite idea, three, and two respectively). (Participants can walk up to the items listed on the flip chart paper posted on the walls and stick the dots directly on the items.)

Tally the totals.

Ask for discussion on the results. Do the top-ranking ideas make sense?

**ACTION PLANNING WORKSHEET**

Action planning is vital for team success. It is a simple and effective technique for gaining commitment for action.

**Objective: You have identified XX as a significant goal for the organization. Outline the steps necessary to achieve that goal.**

* Who might share your interest in achieving this goal?

* How might you enlist their involvement in helping you achieve the goal?

* Who else needs to be involved in achieving this goal?

* How will you get them to become involved?

Timeframe:

* How long it will take to achieve the goal?

* When do you plan to begin?

* When will you complete your work?
* When and how will we check for progress?

List specific tasks (in chronological order) you see as necessary to achieve this goal. Along with persons responsible for the task.

1.

2.

3.

Feedback mechanism: How will you know you have accomplished your goal?

In summary, here are a few key rules for the effective use of action planning:

* Do not nominate an individual for an action, unless he or she agrees to take it on
* Describe actions in precise, clearly understood terminology and with an agreed deadline for completion
* The team must agree that each action is worth doing
* Progress must be tracked and reported on at each meeting or agreed interval

\*\* Some groups use visual methods of tracking progress such as assigning colors to tasks similar to traffic lights.

**CONSENSUS BUILDING**

* + First make sure Item is on the agenda (advanced circulation if possible)
  + Attendee introduces item, giving background, rationale, benefits and drawbacks
  + Open up discussion on the proposal
    1. keep discussion on course, discuss pros and cons
    2. keep public record (flip chart)
    3. clarify, summarize, record new issues and modified proposals
  + If there are unresolved concerns, list them one at a time -- the person who objects should be the one to talk about the unresolved concern(s)
  + Test for consensus again

Response Possibilities:

**Agree in Principle:** with minor revisions, with reservations

**No Agreement:** opportunity to persuade, agree to disagree, express strong concerns or reservations

**Blocking:** When one or more (usually two) individuals oppose an otherwise agreed upon decision that has been developed through the consensus process. Should only be used when the proposal violates policy, ethical or moral issues.

**Advantages of consensus**:

    - quality of the decision

    - commitment to implementation

    - fostering values and skills we preach but forget to practice

**Disadvantages of consensus**:

    - It takes a lot of time

### **FORCE FIELD ANALYSIS (Simple)**

Force field analysis is useful in clarifying a problem and finding solutions responsive to specific obstacles preventing goal achievement.

In every organization, work environment, family, or community, there exists a natural tendency (a force field) which acts to keep the situation from changing. A force field represents forces that are working toward change and those that restrain change (to keep equilibrium).

A simple Force Field Analysis lists the following on a chart:

* The current state or desired state,
* The Pros and (Supports, Positive forces of change)
* The Cons (Obstacles, Restraining forces of change)

**Discuss:**

After list is drafted, discuss what the group is capable of changing

**Practice prompts:**

* Current state: Children living in poverty
  + (Pro) Forces/Supports that help children get out of poverty….
  + (Con) Forces that keep children in poverty may be…
* Current state: Low participation in Best Start Program
  + (Pro) What Forces/Supports promote expansion of Best Start ….
  + (Con) What forces are keeping Best Start program small…