

Research Triangle Network Planning Session

Facilitation Manual

October 18, 2017
1:00 PM – 4:00 PM
Cary, NC



Session designed and facilitated by The Sprout Fund

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Snapshot Agenda

Start	End	Duration	Activity	Instructions	Materials
1:00 PM	1:05 PM	0:05	Welcome & Introductions	Have everyone introduce themselves	Facilitation manual (Word)
1:05 PM	1:15 PM	0:10	Overview of Sprout & Remake Learning (RML)	Sprout & RML refresher presentation	Slide deck
1:15 PM	1:20 PM	0:05	Presentation: Context-setting	Summarize pitch meeting; describe roles & responsibilities	Slide deck
1:20 PM	1:35 PM	0:15	<i>Activity: Persona Exercise</i>	Choose a person you know who should be part of Springfield's network. Use the worksheet to consider how they would contribute to the network and what benefits they would receive from participating in the network's activities.	Persona worksheet
1:35 PM	1:45 PM	0:10	Presentation: Introduce MVVO	Reveal synthesized MVVO statements and explain how they were developed	Incorporate original survey responses, pitch meeting material, and pre-meeting homework
1:45 PM	2:00 PM	0:15	<i>Activity: RTB MVVO</i>	Rose, Thorn Bud (RTB) the statements. Each person will receive sticky notes to use to critique the draft statements.	3 colors of post-its; butcher paper or flip charts
2:00 PM	2:20 PM	0:20	<i>Affinity Cluster RTB Share-Out</i>	Group edit the statements; take copious notes; DCS/PMK will refine later while the group is working with DM	
2:20 PM	2:45 PM	0:25	<i>Activity: Write Synthesized Statements</i>	Participants will break into three groups and work to refine the mission and vision statements.	Flip chart sheets, sharpies
2:45 PM	3:15 PM	0:30	<i>Activity: Share what they wrote</i>	Participants will regroup to share out their refined statements.	
3:15 PM	3:25 PM	0:10	Sprout Shares Trajectory	Share the road ahead so that they can have a discussion about it that's led by DM	Slide
3:25 PM	3:55 PM	0:30	<i>Activity: Working Together (led by DM)</i>	Invites them to be interviewers, discusses timeline, reviews outreach list for interviews and surveys	DCS/PMK refine MVVO during this time
3:55 PM	4:00 PM	0:05	Wrap-Up & Thank You	DCS/PMK will reveal refined MVVO and wrap it up	

Notes:

1:00-1:05 PM Welcome & Introductions (all participants)

Nametags out, slides on screen, background music playing

1:05-1:15 PM Overview of The Sprout Fund & Remake Learning (Dustin)

Dustin will welcome participants and provide an overview of Sprout and RML.

1:15-1:20 PM Context Setting (Tricia & Dustin)

Tricia will summarize the pitch meeting; Dustin will describe roles & responsibilities

1:20-1:35 PM Persona Exercise (Tricia)

Tricia will lead the first activity.

As members of the Network Design Team, you represent the voices of the community. Let's begin by considering how your colleagues might utilize a learning network. We'll use an exercise called Personas to help us.

Step 1: *Each person should grab a Persona Worksheet*

Step 2: *Identify a person you know who could be a member of the network*

Step 3: *Complete the worksheet as if you are that person*

Step 4: *When instructed, we'll share and discuss*

1:35-1:45 PM Introduce MVVO, Audience, & Geography (Dustin)

Dustin will introduce the MVVO statements (and the audience and geography) and share them with the group. The statements will be written on large pieces of paper and hung on a wall.

1:45-2:00 PM Rose Thorn Bud MVVO, Audience, & Geography (Dustin)

Dustin will introduce the second activity: RTB. He will explain the purpose of the exercise and give people 15 minutes to provide their feedback on the mission, vision, values, outcomes, audience, and geography.

Based on your responses to our email message last week, we have developed draft Mission, Vision, Values, and Outcomes (MVVO) statements for the network. We have also drafted statements about Audience and Geography.

Now, we want to gather your feedback on what we developed. Let's do a quick round of Rose, Thorn, Bud.

Step 1: *Spend a few minutes moving between the MVVO stations*

Step 2: *Use the sticky notes (one idea/sticky note) to identify Compliments Roses (Compliments), Thorns (Criticisms), and Buds (new ideas)*

Step 3: *Move freely among the stations until you've visited them all*

Step 4: *When everyone has made their comments, we'll discuss as a group*

2:00-2:20 PM Affinity Cluster RTB (Dustin & Tricia)

Dustin will review the RTB feedback and create affinity clusters for each statement. As he does that, he will engage the group in a discussion about the major pieces of feedback. Tricia will actively take notes as this is happening, perhaps on the screen using a Google Doc.

Now that we have captured your feedback, let's review your comments to look for common themes. We'll review the statements one by one. Let's start with Mission.

2:20-2:45 PM Synthesize Statements (Tricia)

Tricia will introduce the next activity. Based on the feedback from the RTB activity, we will divide the group into 3 teams. These teams will develop revised, synthesized statements. One group will work on the Mission, one group will work on the Vision, and a third group will work on Outcomes. Participants can reference the on-screen notes while they do this.

Now, we'd like to split you into groups so you can take a crack refining the MVVO statements for the Triangle Learning Network.

Step 1: *Grab a set of MVVO sheets for your team*

Step 2: *Use scratch paper or your devices to draft statements*

Step 3: *Use markers to write your statements on the large sheets*

Step 4: *When instructed, we'll share and discuss*

2:45-3:15 PM Share-Out (Dustin & Tricia)

After each group is finished revising the MVVO, Dustin and Tricia will lead a share-out. Dustin will moderate and Tricia will actively record their feedback in a Google Doc.

3:15-3:25 PM Trajectory & Next Steps (Tricia)

To help the group prepare for their future without the active support of the Sprout team, we will prepare them to host their first “team meeting.” During this time, we will narrate the road ahead and answer any questions about the trajectory of the planning process.

3:25-3:55 PM Team Meeting (Danieanne)

As the leader of the TLN, Danianne will lead this portion of the meeting. The group should consider the following discussion points. While Danianne is leading the team through this portion of the agenda, Dustin and Tricia will create another draft of the MVVO based on up-to-the-minute feedback.

To start your work as the Network Design Team, it's important to develop a clear understanding of your role and your responsibilities. For the next half hour, we'd like you to spend some time learning about the next steps for this group and ways that you can be involved in the months ahead.

- *Discuss timeline, process, and responsibilities*
- *Consider being an interviewer*
- *Review outreach lists for interviews and surveys*
- *Plan future meetings*

3:55-4:00 PM Share Statements and Wrap Up (Dustin & Tricia)

Dustin and Tricia will share their revised MVVO statements. A small amount of feedback can be collected, if there's time. If there's not time, then move to close and reassure the group that there will be time to finalize the language of the MVVO at future meetings.

// Sharpen The Saw //