ToP Consensus Workshop Skills Checklist

Date _____   Event _____

Observer _____   CTF Candidate _____

Context

❑ Did facilitator set the mood for full participation?
❑ Did facilitator clarify the task?
❑ Did facilitator give an overview of how the workshop would proceed?
❑ Was the purpose or aim of the workshop stated?
❑ Was the workshop question clarified?
❑ Was the workshop question posted on a flip chart?\

Brainstorm

❑ Did facilitator ask participants to individually list answers to the workshop question and start their key ideas?
❑ Did facilitator ask them to read their lists to each other after breaking into pairs or small groups?
❑ Did facilitator ask participants to select key ideas from the individual lists and write them on cards?
❑ Did facilitator ask participants to pass up the first round of cards and ask for the clearest card?

Cluster

❑ Did facilitator help participants form 4-6 pairs intuitively?
❑ Did facilitator ask for cards that are different and develop clusters?
❑ Did facilitator quickly get participants to give each cluster a 1-2 word tag with a symbol?
❑ Did facilitator involve all participants in contributing insights?
❑ Did facilitator have participants label (with the symbol) and pass up the remaining cards?
❑ Did facilitator help participants discover points of agreement?

Naming

❑ Did facilitator read through the largest cluster first?
❑ Did facilitator help participants give the cluster a 3-7 word name?
❑ Did facilitator repeat the process for the remaining clusters and ask for other ideas?
❑ Did facilitator expand individuals' initial perspectives?

Resolve

❏ Did facilitator read all the title cards?
❏ Did he/she engage participants in discussing the significance of the consensus?
❏ Did facilitator engage participants in a discussion about the next steps and/or implications of the consensus?
❏ Did facilitator get participants to affirm and own the consensus?

THINGS TO WATCH FOR: *(Rank facilitator 1-5 -- 1 needs much improvement, 5 is excellent)*

1. Gave clear instructions: "Why" and "What"   _____

2. Got people involved and kept them interested   _____

3. Handled logistics invisibly   _____

4. Effortless clustering   _____

5. Pacing allowed ample time for naming   _____

6. Pushed for adequate titles   _____

7. Facilitated consensus in naming   _____

8. Achieved insights from the group   _____

9. Kept focus on content of the workshop   _____

10. Brief, clear wrap-up   _____

COMMON TRAPS TO BE AVOIDED: *(check if these were observed)*

❏ Confusing instructions
❏ Too much time for individuals to work alone
❏ Not reading cards aloud
❏ Facilitator re-wording participants contributions (excessively)
❏ Confused tagging and naming processes
❏ Lost focus in naming: accepted first/any suggestions or strung together run-on titles
❏ Let one or two people dominate the input