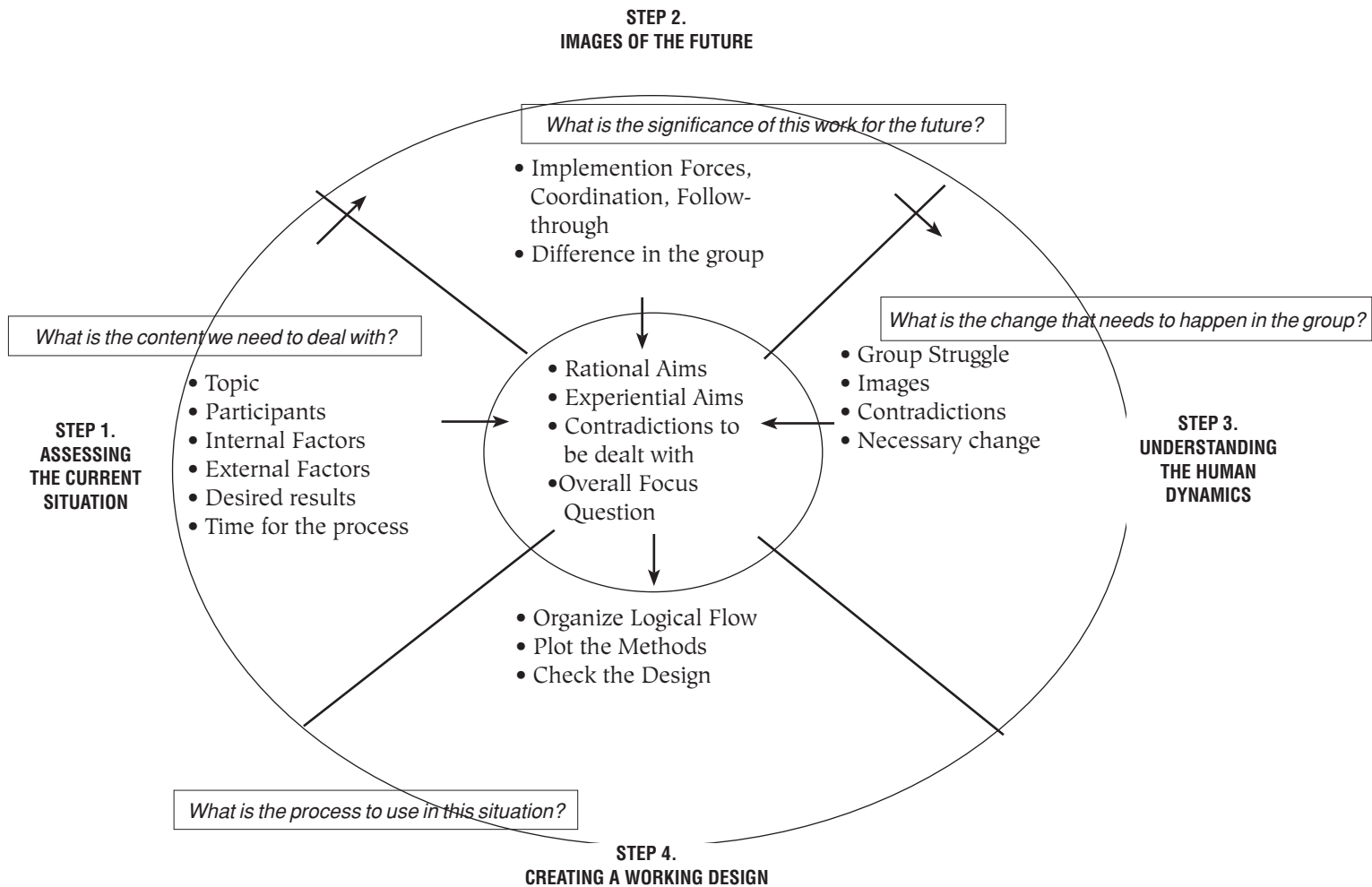


Designing ToP™ Events



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1. ASSESSING THE CURRENT SITUATION

What is the content we need to deal with?

1. **Topic** - What is the topic?

- * When has this topic been worked on before and the results of that work?
- * Current concerns - What are concerns, related “issues”, flare points, etc.?

2. **Participants**

- * Stakeholders - Who is affected?
- * Participants - Who will be there?
- * Familiarity with the topic
- * Thinking and learning styles
- * Group culture
- * Group mood

3. **Internal Factors**

- * History with the topic
- * Why is this being discussed now?
- * Level of consensus around talking about the topic, and around the outcomes

4. **External Factors**

- * History and trends related to the topic
- * External environment effect on topic
- * **Desired results**
- * What results, products, concrete things are to be completed?
- * What level of input is wanted from participants (Level of Involvement
- * Time for the process)

2. IMAGES OF THE FUTURE

What is the significance of this work for the future?

1. **Implementing forces** - Who will carry out the plans?

2. **Coordination** - How will the effort be coordinated?

3. **Implementing Structures and Follow-through Systems**- What organizations, groups, teams, departments etc. will be involved in the implementation? How will follow-through take place?

4. **Difference in the Group** - How will the group dynamics be changed? What group dynamics are needed to move this topic forward?

3. UNDERSTANDING THE HUMAN DYNAMICS

What is the change that needs to happen in the group?

1. **Group Struggle** -- Limits/Possibilities; Obligations/Freedom; Illusions/reality -- Where is leadership needed?

2. **Image** -- What image is the group operating from as they work on this topic? Can they address this topic from that image or does it need to change? What messages are needed to help the group address the topic?

3. **Contradictions** working over against

4. **Necessary change** needed in the group

4. CREATING A WORKING DESIGN

What is the process to use in this situation?

1. **List all the objectives**

- * Rational Aims
- * Experiential Aims
- * Contradictions / Images to deal with
- * Overall focus question for the process

2. **Organize a logical flow** of thought processes

* Using the overall focus question, determine the key leverage point for the process; design from that point backwards to the beginning and forwards to the appropriate ending

* Fit the objectives and/or approaches into a logical model of a thinking process

* Discern where contradictions will surface and how to deal with them

3. **Plot the methods in the logical flow**

- * Appropriate methods
- * Useful constructs
- * Procedures and techniques
- * Participation mechanisms - the best means of involving and engaging the participants?
- * Time and space
- * Ambience and eventfulness - appropriate atmosphere

TEST THE DESIGN TO MAKE SURE IT MEETS THE AIMS AND GETS THE NEEDED RESULTS.

Designing ToP™ Events Client Interview Worksheet

