

Choosing the Right Activity

Meetings have a variety of purposes – to generate a vision, to reconcile disputing parties, to develop a plan, to solve a problem, among others. Whatever the purposes, there are process steps that will help you facilitate a successful meeting. Generally, there are three process steps to consider: 1) *Issue* – analysis of a problem, the current situation or the context of the group’s work; 2) *Goal* – envisioning the ideal, an image of the desired future state, the goal or a target, and 3) *Decision* – decision making, which includes generating and evaluating options. To help you facilitate each of these steps, there are a variety of activities to choose from:

Generating Ideas	Evaluating Ideas	Deciding
Brainstorming <ul style="list-style-type: none"> • Popcorn • Hybrid • One-at-a-time • Sticky note • Subgroup • Subset • Warm-up 	Consolidating/Narrowing <ul style="list-style-type: none"> • Affinity groups • Loop and group 	Voting <ul style="list-style-type: none"> • Voting: majority or supermajority
Defining and Analyzing a Problem <ul style="list-style-type: none"> • Brain mapping • Fishbone diagram • Picture it • SWOT analysis • What is/isn’t the problem 	Listing in Priority Order <ul style="list-style-type: none"> • Multivote • Pick 3 – drop 3 • Nominal group technique • Paired comparisons 	Consensus <ul style="list-style-type: none"> • Levels of consensus • Stoplight cards • Thumbs up
Visioning the Ideal <ul style="list-style-type: none"> • Wish, want, wonder • Newspaper article about the future • Picture the path to the future • Defining the vision 	Evaluating Options <ul style="list-style-type: none"> • Option and comparison grid • Force field analysis • Pro/con sheet 	Sense of the Group <ul style="list-style-type: none"> • Sense of the group