SAMPLE

AI SUMMIT

FACILITATOR'S AGENDA

"Growing & Flourishing Together:
Learning To Feel Good + Do Better"

18TH JANUARY 2018

ROOM SET-UP

- Two long tables either side of the room or at the back to put dream and design materials on for participants.
- Round tables of six people are preferable with a number on each table.
- A seating plan designed to mix-and-match your participants into new groups.
- Name badges for participants with their table number written on the badge at a registration table as people come in.

* Audiovisual requirements, printing & stationary supplies as detailed in the suggested AI Summit Shopping List.

NIGHT BEFORE (IF POSSIBLE)

- Set up registration area with name badges and participant guides available.
- Set up the room with tables of six if possible with table numbers on them.
- Place five sheets of A3 paper or flip chart paper and 2 x sharpie pens on each table.
- 10 x post-it notes to be put on each table.
- Put whiteboard, flip chart, or large board at the front of the room with blu-tack.
- Place box of pens at the front of the room in case needed for participants.

18TH JANUARY

7.30am Steering committee to arrive to review agenda for the day.

Technology check of projector, sound, and microphones.

Leave Slide 1 on the screen.

Confirm catering arrangements for the day.

8.00am Participants begin to arrive. They collect name badges and participant guides.

Tea and coffee are available.

8.25am Participants asked to take their seats.

8.30am Sponsor welcomes everyone, sets the stage for the day and introduces facilitator.

8.45am Facilitator introduces the AI Summit:

- **Slide 2** – Welcome everyone and get people on their feet connecting quickly – you could use all of these activities or one of them depending on time. The goal is to get people listening to your instructions, self-organizing, and moving quickly to set the scene for what is required of them today. Use these activities to introduce the sound signal you'll use when you need people's attention (it will get very loud in the room!)
- **Slide 3 to 5** - Quickly outline the premise of an AI Summit and how they have just demonstrated these skills so wonderfully in the opening exercise.
- **Slide 6 and 7** – Explain that everything they need for today is in their AI Summit participant guide right in front of them and that the 6-D process guides an AI Summit. Outline the Summit topic and objectives for today. Note that the agenda is a guide and ask for people's flexibility to ensure we have the conversations we need to have today. Encourage people to approach today with their growth mindsets and self-compassion in place. Note that change can be a messy process and that this is okay, we'll figure out way through it together.

9.05am Facilitator to set up Activity #1: Paired interviews

Let people know they're starting the discovery phase – **slide 9**

Read the instructions and the question from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **slide 10 and slide 11 (reinforce they should take notes!)**

Ask participants to fill in the time by which the activity must be complete in their playbook.

9.10am Participants commence Activity #1.

Facilitator to use 15-minute clock on the screen if desired – **slide 12**

Facilitator to be mindful of any pairs struggling.

9.25am Facilitator to set up Activity #2: Table Share

- Read the instructions from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **Slide 13**
- Demonstrate on a large sheet of paper and use **slide 14** for what the reporting template should look like as per guide.
- Visually reinforce with slides 15 (and point our story telling tips in participant guide), **16, 17** what they will need to have prepared at the end of the time.
- Ask participants to fill in the time by which the activity must be complete in their playbook.

9.30am Participants commence Activity #2.

Facilitator to use 30-minute clock on the screen if desired – **slide 18**

Facilitator to place an A0 board, whiteboard, or flip chart at the front of the room for post-it notes to be stuck on during the debrief. You may also wish to have blu-tack available.

Dream tables to be set up with creative supplies.

9.58am Facilitator to give two minute warning and remind people to have story, sentence and five post-it notes ready to share – **slide 19, 20 and 21.**

10.00am Facilitator to be ready to record audio of discovery stories for transcription later. Keep your recording device close to the speakers.

Facilitator to make clear that not all tables may have a chance to present but all materials will be collected. Facilitator to explain the 3-minute countdown clock – **slide 22** - will be used to keep groups to time with a gentle chime when their time is up. Facilitator to note that presentations are being recorded for reporting purposes only so we stay true to what they told us. Facilitator to ask for volunteer or select a table to start and make sure they share their story, their sentence, and five root causes of success.

As groups present the post-it notes should be added to the board. These can be structured in a shape to create a heart. They can also be added to wordart.com to create a digital heart of the findings if someone is available to enter the words.

All stories and sentences should be collected.

10.25am Facilitator to note common themes emerging in their stories, sentences and post-it notes, collect the post-its, and ask any remaining tables to gather their post-its and notes and to bring them to the front of the room.

Facilitator to ask people to be back in the room and ready to start promptly at 11am please.

10.30am Morning tea break.

Facilitator to complete positive core and prepare debrief.

10.25am Participants to be asked to return to the room and take their seats.

11.00am Facilitator to reflect common strengths emerging from discovery phase that the group has to build on as they move into the dream phase – **slide 23**. If a word art picture has been created over the break then use this for the debrief and if not use the board.

11.05am Facilitator to set up Activity #3: Dream Dialogue

- Sometimes groups may need to be merged here in order to give everyone a chance to share their dreams. Ideally groups should be no larger than 12.
- Read the instructions from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **slide 24**
- Visually reinforce on **slide 25** that they are trying to capture the elements of their shared dreams.
- Ask participants to fill in the time by which the activity must be complete in their playbook.

11.10am Participants commence Activity #3.

Facilitator to use 20-minute clock on the screen if desired – **slide 26**

Dream template to be put out on each table.

11.30am Facilitator to set up Activity #4: Table Improvisation

- Read the instructions from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **slide 27**
- Visually reinforce that reporters will need to complete the dream dialogue template – **slide 28.**
- Set expectations of what this presentation could look like by using the video on **slide 29.**
- Ask participants to fill in the time by which the activity must be complete in their playbook.
- Ask participants that if they leave the room to let the facilitator know and provide a contact number so they can come back in time to present.

11.35am Participants commence Activity #4.

Facilitator to use 20-minute clock on the screen if desired – **slide 30.**

Facilitator to add 10 minutes to clock if additional time needed by groups.

Photograph the discovery table summaries collected earlier for your records with this time.

12.03pm Facilitator to give two minute warning and remind people to have their presentation and their dream dialogue template ready to hand in – **slide 31.**

12.05pm Facilitator to be ready to video record dream presentations and get photos of any key artefacts (i.e. written lyrics, scripts, etc.) for inclusion in the report.

Facilitator to make clear that not all tables may have a chance to present and so groups with a live presentation – versus a drawing or article or letter will be asked to present first. Facilitator to explain the 3-minute countdown clock – **slide 32** - will be used to keep groups to time with a gentle chime when their time is up. Facilitator to note that presentations are being recorded for reporting purposes.

Facilitator to ask people to use the template in their participant guide to note the themes and possibilities that resonate most with them so they can use these in the next activity after lunch.

Facilitator to ask for a volunteer or select a table to start the presentations. Each table reporter is to bring their dream template up and give to the facilitator.

As groups present facilitator and steering committee should note key themes arising, quotable quotes, generative images, or phrases to shape the how might we questions for the design phase.

12.40pm Facilitator to debrief key themes and generative images and phrases from the presentations. Ask for any other dream materials to be brought to the front of the room.

Facilitator to ask participants to return props etc to the dream table.

12.45pm Lunch

Facilitator and steering committee to gather and check design “How Might We” questions.

Set up a how might we large board, how might we template and small board, post-it notes, and a small strip of blu-tack on tables with colored markers.

If possible - create a how might we summary slide with table numbers to show where different design studios will be.

1.25pm Participants to be asked to return to the room and take their seats.

1.30pm Facilitator to set up design studio teams - **slide 33.**

- Facilitator to explain that people will have the opportunity to vote with their feet and move to the "How might we…?" question they would most like to shape to help us move towards our dreams – **slide 34.**
- Facilitator to outline the "How might we …?" options while moving around the room to where each board is located, and connecting these to the dream themes – **slide 35.**
- Facilitator to check if anyone wants to add another "How might we …?" question based on the shared dreams.
- Facilitator to ask people to quickly take their things with them (participant guides!) and vote with their feet and take a seat so we know who has found tables. Three-minute timer to be put up with prize for the group seated first and ready to go – **slide 36.**
- If more than 12 people in a group, break the group into smaller working teams. They can tackle the same "How might we …?" question but with a team A and team B so that everyone stays engaged. Get an extra board, how might we template and post-it notes for these additional teams.

1.40pm Facilitator to set up Activity #5: Group Brainstorming

- Read the instructions from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **slide 37**
- Visually reinforce on **slide 38 and 39** that they are brainstorming ideas, then grouping similar themes and voting on the ideas they care most about and that could help people to grow and flourish in their school.
- • Visually reinforce on **slide 40** that the reporter must complete the how might we template.
- • Ask participants to fill in the time by which the activity must be complete in their playbook.

1.45pm Participants commence Activity #5.

Facilitator to use 30-minute clock on the screen if desired – **slide 41**

Design kits to be put out on each table.

2.13pm Facilitator to give two minute warning and remind reporters to complete the how might we template and to mount this on the smaller board – **slide 42.**

2.15pm Facilitator to set up Activity #6: Rapid Prototyping

- Read the instructions from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **slide 43**
- Visually reinforce on **slide 44, 45, and 46** with examples of prototypes.
- Explain the design kits they have be given. Encourage them to try and mount their prototype on their board if possible.
- Visually reinforce on **slide 47** that they also need to complete their Prototype Pitch template and that anyone in their team should be able to deliver this over afternoon tea as they take turns to pitch their idea in the Destiny Marketplace.
- Ask participants to fill in the time by which the activity must be complete in their playbook.

2.20pm Participants commence Activity #6.

Facilitator to use 30-minute clock on the screen if desired – **slide 48**

Photograph dream and how might we templates for your records with this time.

2.48pm Facilitator to give two minute warning and remind reporters to complete the how might we template – **slide 49 and slide 50**.

2.50pm Facilitator to ask teams to quickly pack back into design kits any unused materials. First team with table cleared and design kit packed and held high wins a prize.

Facilitator to highlight the move into the Destiny phase and introduce Destiny Marketplace to commence over afternoon tea - **slide 51**. Explain that after afternoon tea they will each be given a number of appreciative votes to cast to help shape their schools future beyond today and the realization of their shared dreams – **slide 52**. Their opportunity now is to go shopping for great potential ideas they'd like to support or be part of. To do this the marketplace will work as follows: one team member should remain with their prototype at all times to pitch it to visitors from other design studios (this role can be rotated) – **slide 53 and 54**. In between grabbing some food and a bathroom break, they should aim to see as many ideas as possible over the next 30 minutes and take notes in their participant guide as they're going to help them cast their votes.

Afternoon tea.

Appreciative voting cards to be distributed to tables.
Design kits to be collected from tables.

Photograph prototypes and prototype pitches where possible with this time.

3.23pm Participants to be asked to head to their seats in their design studios

3.30pm Facilitator to set up Activity #7: Feedback & Self-Organization

- Read the instructions from the participant guide for step 1 and 2 – encourage people to read along with you - so people know what they are being asked to do – **slide 55.**
- Visually represent the cards they are filling out with an example on **slide 56**. Remind people to add their names as volunteers to their own project if they wish to be part of the team taking it forward. Let them know that projects that have no volunteers will be reported but no action will be taken at this time if no one cares enough to take responsibility for making them a reality.
- Ask people to return to their seats as soon as the task is complete and review the feedback.

3.35pm Participants commence activity #7.

Use the ten-minute timer for people to complete this task – **slide 57.**

Put the Next Step Template on tables

3.43pm Facilitator to give two minute warning and remind them to have volunteered for their own project if they want to be part of the team taking it forward.

3.45pm Facilitator to set up the rest of Activity #7.

- Ask people to review the feedback their prototype has been given in their design studio teams and consider what it would take next to move their idea forward – **slide 58**. Explain the power of self-organization – **slide 59**. Ask them to complete the next steps template – **slide 60**.
- Ask participants to fill in the time by which the activity must be complete in their playbook.

3.50pm Participants complete activity #7.

Use the 15-minute timer for people to complete this task – **slide 61**.

4.03pm Facilitator to give two minute warning and remind reporters to color the bottom template to reflect their confidence and readiness to go forward – **slide 62**.

4.05pm Facilitator to ask design teams who are not yet ready to move forward to stand up and thank these teams for their honesty and effort – **slide 63**. Reassure them that sometimes an idea is just ahead of its time or needs fresh eyes to understand how it could work. Thus their work will be captured in the AI Summit report for future reference and encourage them to keep playing with the ideas they've had today and turning them around because even though right now they feel they aren't there yet, our experience is that over the coming days and weeks they will find all sorts of ways to use what they've played with today to help themselves and others grow and flourish in the school. Ask the rest of the room to give them a round of applause. Ask that Next Step Templates be brought to the front of the room for these groups.

Facilitator to ask design teams who are almost there to stand up and thank these teams for their honesty and effort – s**lide 64**. Reassure them that sometimes an idea just needs a little more work and fresh eyes to understand how it can be taken forward. Let these teams know that for anyone who has volunteered the steering committee will reach out for a conversation in the next month to explore what it would take to get this idea ready to launch. In the mean time their work will be captured in the AI Summit report for future reference and encourage them to keep playing with the ideas they've had today and turning them around because again, in our experience, over the coming days and weeks they will find all sorts of ways to use what they've played with today to help themselves and others grow and flourish in the school. Ask the rest of the room to give them a round of applause. Ask that Next Step Templates be brought to the front of the room for these groups.

Facilitator to ask design teams who are ready to start to stand up and thank these teams for their honesty and effort – **slide 65**. Let these teams know that for anyone who has volunteered the steering committee will reach out to help them get started in the next month and we will be sure to help them keep the rest of the group updated on their progress. In the meantime their work will be captured in the AI Summit report for anyone wanting more information about their ideas and to reach out if others want to be involved as these ideas go forward. Ask the rest of the room to give them a round of applause. Ask that Next Step Templates be brought to the front of the room for these groups.

4.15pm Facilitator to set up Activity #8: Individual Reflection

- Read the instructions from the participant guide – encourage people to read along with you - so people know what they are being asked to do – **slide 66**.

4.20pm Participants commence activity #8.

Use the ten-minute timer for people to complete this task – **slide 67**.

Facilitator to stand ready to help people form a two-by-two line as they are ready and share their answers face-to-face with each other. This line to snake towards the door thus creating the path of change beyond the AI Summit from the participants.

4.30pm While everyone is standing, facilitator to open the floor for any final reflections, insights or words of thanks the group wants to share – **slide 68**.

4.40pm Principal to provide final words of thanks and repeat next steps following today – **slide 69**.

4.43pm Facilitator to thank everyone, remind them of the drum step to follow and finish with a reflective quote – **slide 70**.

4.45pm Close