

# FUTURE WORKSHOP

A facilitator's guide for implementing Futures Workshops, encouraging communities to take an interest in their future, explore alternative scenarios, and define actions to achieve desirable outcomes connected to Sustainable Development Goals.



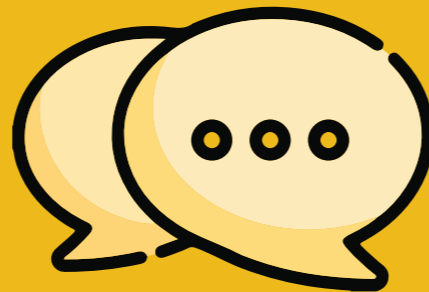
## 1 PREPARATORY PHASE



We begin by onboarding and exciting participants, preparing them on the Futures Workshop. We build equal and inclusive relationships, clarify the workshop's purpose, and link participants' interests with SDGs and IDGs to identify key issues that need to be addressed at a community or societal level. We ensure time and space to build trust.

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## 2 CRITIQUE PHASE



This phase aims to generate a critical presentation of the identified issue by gathering a wide range of perspectives/viewpoints on the issue. Inspired by psychoanalytic methods, it involves collecting critiques, complaints, problems, and fears. This allows participants to voice frustrations and hear other viewpoints before moving to solutions.

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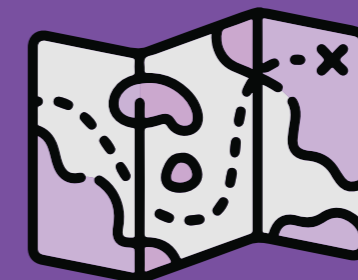
## 3 FANTASY PHASE



Unleash collective imagination to explore possible and alternative futures. Set aside rules, barriers, and restrictive thinking to create a space for innovative and visionary ideas. Engage in interactive and creative activities that stimulate positive and expansive possibilities, all in support of Sustainable Development Goals.

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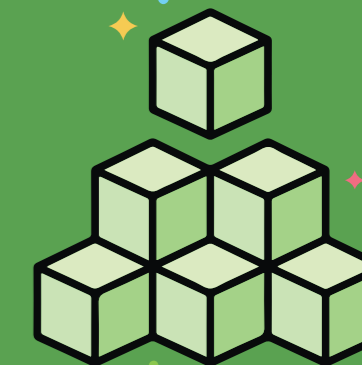
## 4 IMPLEMENTATION PHASE



This phase combines what people want to see with how things really are. It requires using critical and imaginative faculties to generate ways to move forward. The future imagination created in the fantasy will be examined to consider practicality. Answers to questions will determine the strategy.

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## 5 EXTENSION PHASE



This phase aims to move participants from discussion into taking action. It combines all the information gathered from the Futures Workshop to support long-term commitment to achieving the vision.

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## PREPARATORY PHASE | 1

### Points to support

#### Before the Workshop

- **Invite and excite participants** to join the Futures Workshop and what communication channel to use (phone call, email, something else?)
- Think about **how to onboard and engage** them (online, like Mural, magazine, flyer, written document, or...?)

#### During the Workshop

##### 1. Create an Informal Atmosphere:

- Consider room layout, refreshments, music, and resources.

##### 2. Getting to Know Each Other:

- Allow time for chat as participants arrive and during breaks.
- Start 15 minutes past the scheduled time.
- Use ice breakers and introduction activities. See toolbox.

##### 3. Introduce Futures Workshop:

- Explain what a Futures Workshop is and share examples of outcomes.
- Describe the role of the facilitator.
- Introduce the timetable using posters. See toolbox.

##### 4. Topic Discussion:

- Break into small groups.
- Use SDG and IDG cards to identify shared interests. See toolbox.
- Share findings with the whole group and decide on a focus area.



## CRITIQUE PHASE | 2

### Points to support

##### 1. Safe Space:

- Reassure participants of the safe space with no judgments.
- All comments are valid and will be acknowledged.
- Refer back to the contract.

##### 2. Starting the Discussion:

- Use a poster to highlight the phase.
- Keep responses short (30 seconds) to maintain focus on critique.
- Use probing questions like "What's on your mind?" and "What would you criticize?"
- Record all responses and offer the option to write them up. E.g. map them with sticky notes.

##### 3. Completing the Critique:

- Allow time for participants to review and find connections.
- Encourage clustering similar issues under one heading.
- Score issues based on importance using tools like menti, vevox, or paper lists.

##### 4. Ensuring Equal Participation:

- Ensure all voices are heard and no one dominates.
- Use a variety of methods to gather input.
- Record key points on wall charts visible at all times.

*Online Adaptation: The critique phase can be done online using whiteboards, chat boxes, and breakout rooms.*



## FANTASY PHASE | 3

### Points to support

##### 1. Transition to Positive Open Attitude

- Help participants shift from a critical to an open and creative mindset. Use energizers.
- Create a positive and encouraging atmosphere.

##### 2. Define Inspiring Challenge:

- Define a challenge as the starting point to open up imagination and tackle the main issues identified in the critique phase. E.g. a "How Might We....?"- question.
- Focus on SDGs: Ensure that ideas support the selected Sustainable Development Goal(s).

##### 3. Stimulate Creative Thinking:

- Use diverging and generative techniques to elicit wishes and dreams and brainstorm new and innovative ideas.
- Encourage participants to think beyond current limitations and open up imagination towards desirable futures.

##### 4. Visualization & Make Tangible:

- Utilize visualization techniques to help participants imagine possible futures.
- Provide tools like drawing materials, storyboards, and encourage the creation of collages, prototypes, models, or mock-ups to make abstract ideas more tangible.

##### 5. Safe and Inclusive Space:

- Maintain a safe space where all ideas are welcomed and valued.
- Ensure inclusivity and equal participation.



## IMPLEMENTATION PHASE | 4

### Points to support

##### 1. From Imaginative Space, Back to Reality:

- Unlike the Fantasy Phase, encourage queries to critically assess the future imagination and to identify a desirable and realistic future to steer towards.
- Backcasting: What practical steps can we take individually and as a community that lead to the desired future? Collect and list by brainstorming practical proposals and ideas.

##### 2. Make it actionable:

- Select the most promising proposals and ideas and use it as a starting point for discussion on strategy and developing action plans.
- Break into small groups to devise implementation proposals using creativity and imagination.
- Feedback to the whole group for discussion to inform a joint action plan or project recommendation.



## EXTENSION PHASE | 5

### Points to support

##### 1. Identify Enthusiastic Participants:

- Identify participants who are very enthusiastic and driven to move forward with the outputs from the Futures Workshop

##### 2. Compile Information:

- Committed participants or facilitators gather all the information and produce a report of the proceedings, including follow-up actions.

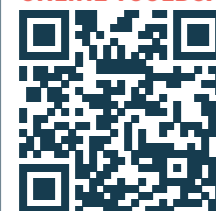
##### 3. Distribute Report:

- Send a report of the Futures Workshop outcomes to all participants with an invitation to express their views and indicate interest in a follow-up meeting.

##### 4. Organize Follow-Up Meeting:

- Arrange a follow-up meeting to discuss the report and put the project into effect.

### ONLINE TOOLBOX



Tools and exercises to support facilitation of the Futures Workshop phases

