

AN EXCERPT FROM

# The Workshop Book

## From Individual Creativity to Group Action

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Acknowledgements

Foreword

Introduction

- The demand for full participation
- When people come together
- Robert's rules or open-ended questions?
- Levels of involvement
- Shift to a new social style
- Facilitative leadership

#### PART ONE

#### The Consensus Workshop Method: The Basics

Section Introduction

#### Chapter 1: Why Use the Consensus Workshop Method?

- Those awful meetings
- Innocent of process
- Common uses of "workshop"
- When the method works best
- Planning
- Consensus formation
- Problem solving
- Individualized research
- Group research

#### Chapter 2: Some Background

- A. THE DEVELOPMENT OF THE METHOD
  - Alex Osborne's brainstorming
  - The Delphi Process
  - ICA's contribution
- B. THE UNIQUENESS OF THE CONSENSUS WORKSHOP
  - a. The workshop is a universal, human approach
  - b. The workshop has a transformational intent and result
  - c. The workshop is transparent human methodology
  - d. The workshop has high respect for the group and its wisdom
- C. THE IMPACT OF THE METHOD
  - a. The consensus workshop can heal power imbalances
  - b. Enables shared power
  - c. Increases the effective use of resources

- d. Provides a structured process for progress
- e. Distils high-quality outcomes
- f. Gives the group courage to risk
- g. Sustains trust and commitment to the process and the results
- h. Releases freedom for personal transformation

#### Chapter 3: The Consensus Workshop As Life Method

- ICA/ ToP™ method
- Four phases
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- Brainstorm
- Clustering the ideas
- Naming the clusters
- Symbolizing the resolve
- Five steps
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#### Chapter 4. Two Approaches to the Consensus Workshop

##### A. THE CARDS APPROACH

- Step 1. The context
  - Naming the topic
  - Saying why the topic is import
  - Describing the process
  - Delineating the product
  - Spelling out how the product will be used
  - Clarifying the allotment of time
  - Emphasizing the assumptions
  - Outlining the role of the facilitator
  - Highlighting the focus questions

- Step 2. Brainstorming the ideas
  - Ensure understanding of the question
  - Brainstorm individually
  - Ensure understanding of the questions
  - Seeding the brainstorm
  - Individual brainstorm
  - Selecting the best ideas
  - Brainstorming in teams
  - Group brainstorming

- Step 3: Clustering the ideas
  - First round: pairing the ideas
  - The second round: different cards
  - The third round: cards that don't fit
  - The fourth round: marked cards that do fit

Step 4: Naming the clusters  
Look for the largest cluster first  
Read all the cards in the cluster aloud  
Discuss the cluster for clarity and insight  
Name each cluster

Step 5: Symbolizing the Resolve  
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Documentation and follow-up

#### B. THE FLIP-CHART APPROACH

Step 1: Context the group  
Step 2. Brainstorm the ideas  
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Step 3. Cluster the ideas  
Step 4. Name the idea clusters  
Step 5. Symbolizing the resolve

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## PART TWO THE CONSENSUS WORKSHOP METHOD IN FINE DETAIL

Section Introduction

### Chapter 5: The Context: Orienting the Group

Naming the topic  
Saying why the topic is import  
Describing the process  
Naming the product  
Saying how the product will be used  
Clarifying the allotment of time  
Spelling out the assumptions  
Delineating the role of the facilitator  
Highlighting the focus questions

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