

Elements of a Successful Participatory Event

A successful participatory event always produces good results. In designing ToP events, make careful preparations so that most or all of the following success factors are met.

Key elements:

- Everyone attending the event is actually involved in the discussions and workshops.
- Previously "marginalized" groups are adequately heard and involved in the event.
- Next-step activities are generated.
- There is effective management of group dynamics in a way that:
 - ✓ Participants feel honored and respected
 - ✓ Participants experience a safe and level playing field or atmosphere
 - ✓ Participants feel free to express themselves in a manner they are comfortable with
 - ✓ Discussions are focused on issues, not on personalities
 - ✓ Participants are not engaged in either attacking or defending ideas
- There is a sense of accomplishment among the participants throughout and especially at the end of the activity.
- Participants experience a sense of shared ownership of the ToP event output.
- Participants' time is maximized through proper pacing, adequate time allocation, and breaks.
- The ToP event catalyzes individual commitment, responsibility and initiative

- The ToP event may be easily replicable at various levels in different areas.
- The ToP event creates more demands for future ToP applications.

Critical Factors Behind Successful ToP Events:

- 1 - Meets the group's purpose
- 2 - Right stakeholders present (representative)
- 3 - Event and activity objectives are clear and agreed upon
- 4 - Procedures are realistic and
- 5 - Clearly understood and communicated
- 6 - Adequate time (but no more) is allotted for each activity
- 7 - Methods are appropriate to level of technical difficulty
- 8 - Skill of facilitators

Designing A Participatory Event

Situation Analysis: What is going on?
Background: What has been happening?
Basic Data: Numbers, business history, trends...

PRODUCT

Focus:

What is the topic or area of concern?
What are the key issues to deal with?
What is the period of time to be covered by the decision?

Product Needed:

What written product do we need to represent our decision?

Rational Objective:

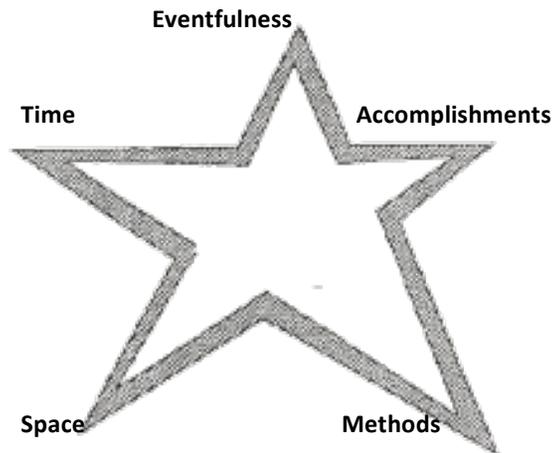
What does the group need to clarify or make a decision about?

Preparation / Set Up

How will group be notified?
Where will this event happen?

PROCESS

How will the time be used?
What methods will accomplish the objectives?
What procedures are needed?



Practical Details

What is the date and time of the session?

PEOPLE

PARTICIPANTS:

Who will be the participants in the event?
What viewpoints or authority needs to be present?

Stakeholders:

Who will be affected by the results?

Experiential Objective:

How will people be different at the end of the session?

Follow Through and Follow Up:

Who is responsible for managing or leading the implementation?
Will there be further work on this?

*Answer the "Situation Analysis" first, then follow with "Product, People and Process" or "People, Product and Process"

Designing A Participatory Event

Situation Analysis:

PRODUCT

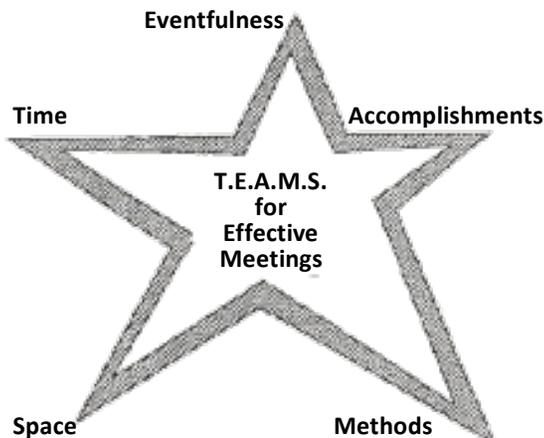
Focus:

Product Needed:

Rational Objective:

PROCESS

Method/Methods:



PEOPLE

Participants:

Stakeholders:

Experiential Objective:

Preparation / Set Up

How will group be notified?
Where will this event happen?

Practical Details

What is the date and time of the session?

Follow Through and Follow Up: