

A ToP ThinkLet Template

The Big Picture

Title

Your name for
this thinkLet

Metaphor

"it's like . . . "
Why you chose
this name

Overview

A brief description

Type

The kind of
thinking involved
O-R-I-D etc

Role

The role it plays
in an overall
process

Timeframe

Low long it takes

Objectives

Rational Aim

What the group
will know, learn,
create or decide

Experiential Aim

How the group
will be different at
the end of this
thinkLet

Product

The tangible results
of this thinkLet

Script	
Context What to say or do to prepare the group for this thinkLet	
Instructions Step by step procedures	
Groundrules Specific participation guidelines to maintain in using this thinkLet	

Using this thinkLet	
Materials List the materials needed for this thinkLet	<ul style="list-style-type: none"> ▪
Use Situations in which this thinkLet works well	
Not use Situations not to use this thinkLet	
Challenges Difficulties a facilitator may encounter in using this thinkLet	
Tips Best practices - advice for using and modifying this thinklet	

Example Briefly describe an example a situation in which this thinklet has been used	
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