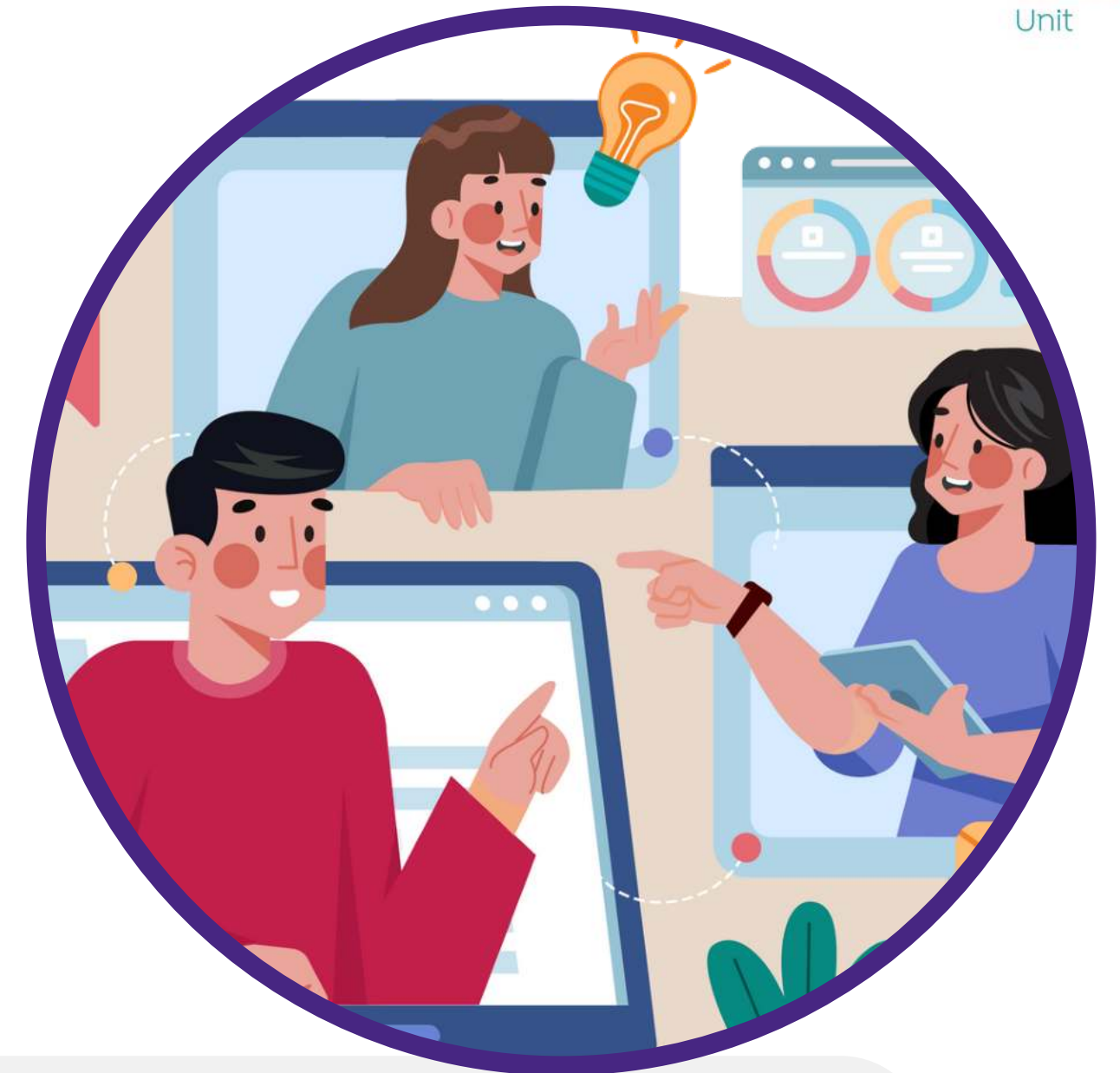


# PDU *Co-Production* Community of Practice



## “Tools for Co-Production”




Delivered in partnership with:



**Framework**  
For your future



# Housekeeping:

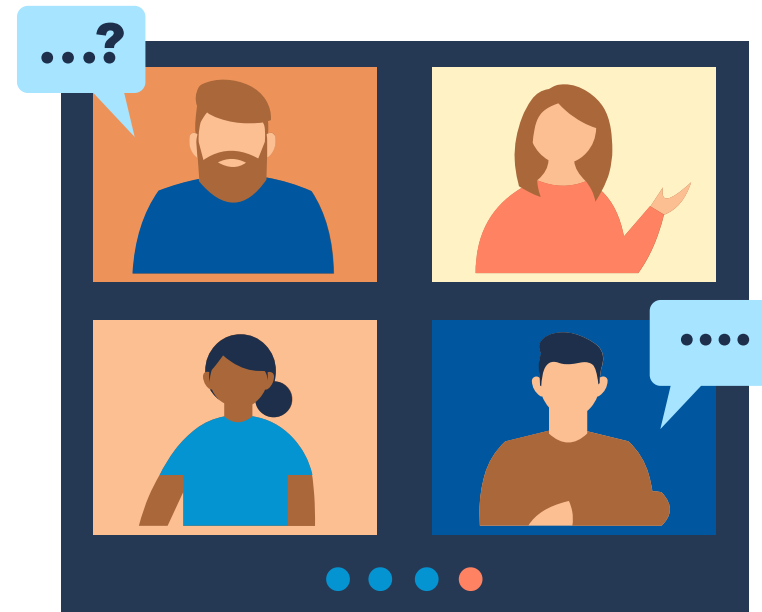
 Microphones muted  
when you're not  
speaking



This is a safe space,  
please respect  
others and  
confidentiality



Webcams on if you  
feel able to



Make use of the chat  
box/ raise your hand  
if you'd like to speak



Listen to, engage  
with, and learn from  
each other



# Overview

**WE WILL EXPLORE:**



- Creative Planning
- Problem Solving
- Facilitating Action
- Ice Breakers/  
Energisers
- Online Tools

# Context

1

## **Co-production is not just about telling stories!**



It involves applying different methods to support people to express ideas in a constructive and safe environment, rather than repeatedly sharing painful stories.



# Context

**Just getting people in a room is not enough!**

2



Meaningful co production requires using different techniques to support people from different backgrounds, with different lived and learned experiences and who don't normally work together, to build relationships and design solutions.

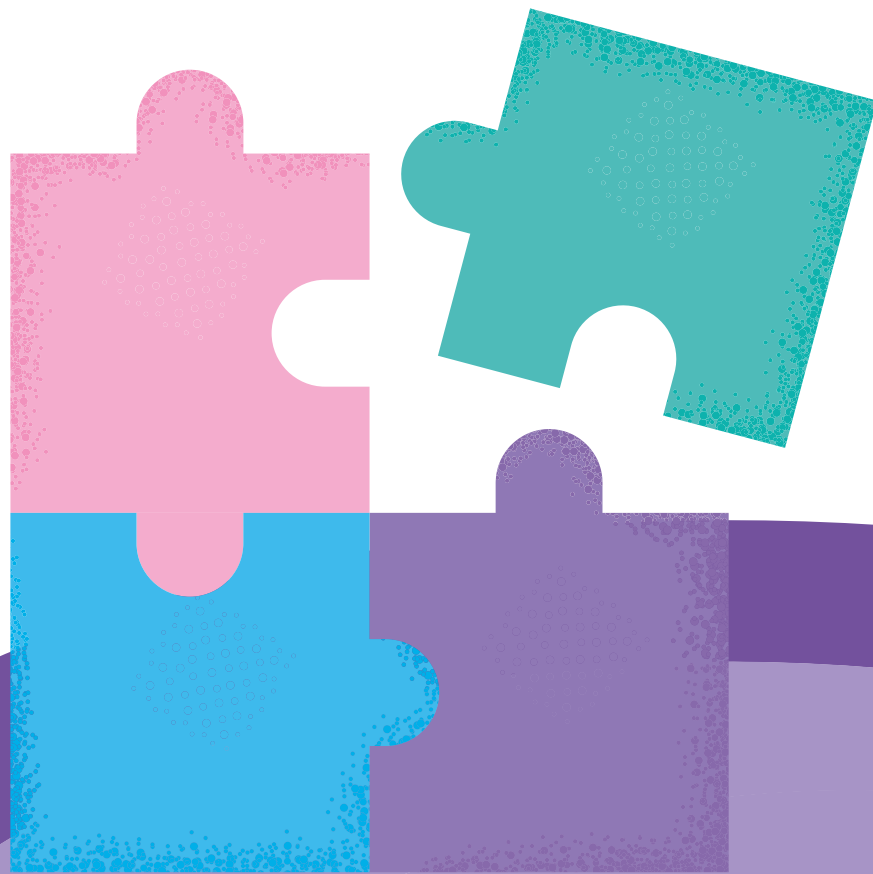




## Fun and creativity are important!



- Creative methods can also help everyone involved to build confidence in their own ideas and importantly blur boundaries and build trust by getting people out of their comfort zones and any labels of lived or learned experience.



# Creative Planning

Tools to unleash creativity,  
discover valuable insights,  
develop new ideas and promote  
innovative thinking



# STORY BOARDING

- **Helps you see ideas interact and connect to form a solution**
- **Able to see an overarching overview – without digging too deeply into the details**



Developing a visual story to explore the problem as a narrative

Take a few minutes to write out your ideas as individual sticky notes

Once you have a group of sticky notes to work from, start arranging them on the board as a progression: first this, then that.

**START**

You can start from anywhere — the beginning, middle, or end — then fill in the blanks.





# WORD ASSOCIATION



**Useful for breaking down big topics that may be complex or difficult to discuss**

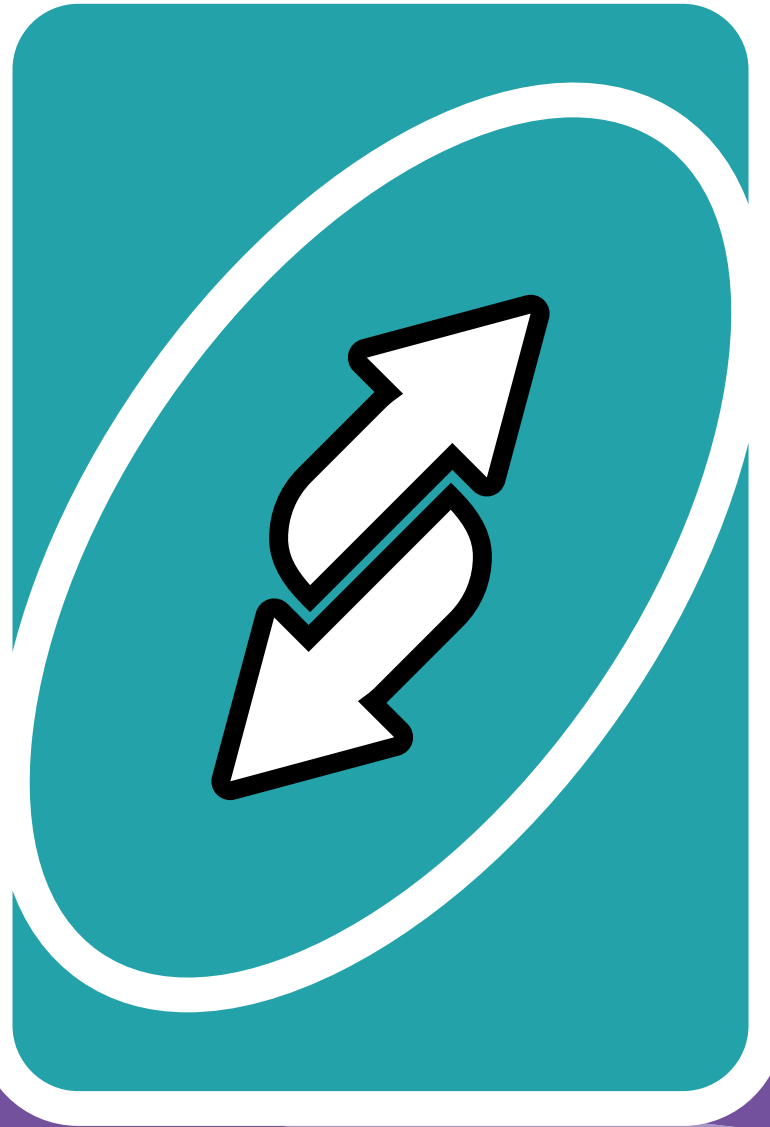
- Choose a topic or theme (e.g. 'mental health', 'power' etc.)
- Each participant writes down 5 words relating to that topic.
  - Everyone shares their words and identifies similarities and differences and try to group words together.
- You should be left with different sub-themes and sub-groups that can be explored seperately



**Can also do this with  
photos/ images to  
stimulate thoughts**

## REVERSE BRAINSTORMING

**This is a good activity to support people to think outside the box and to avoid thinking negatively**



Start with a question or a problem you'd like to explore solutions to.

- Encourage people to think of the worst solutions by reversing the question.
  - E.g. instead of answering 'how do we support services to do co-production?' the question then becomes, 'how do we not support...'
  - After coming up with the worst ideas, reverse these.
- You'll find that people will come up with much more ideas, as it's easier to think of how not to do things than to think of possible solutions.

## **WORLD CAFE**

**Good activity to encourage people to build on each other's ideas and for everyone to make a contribution**

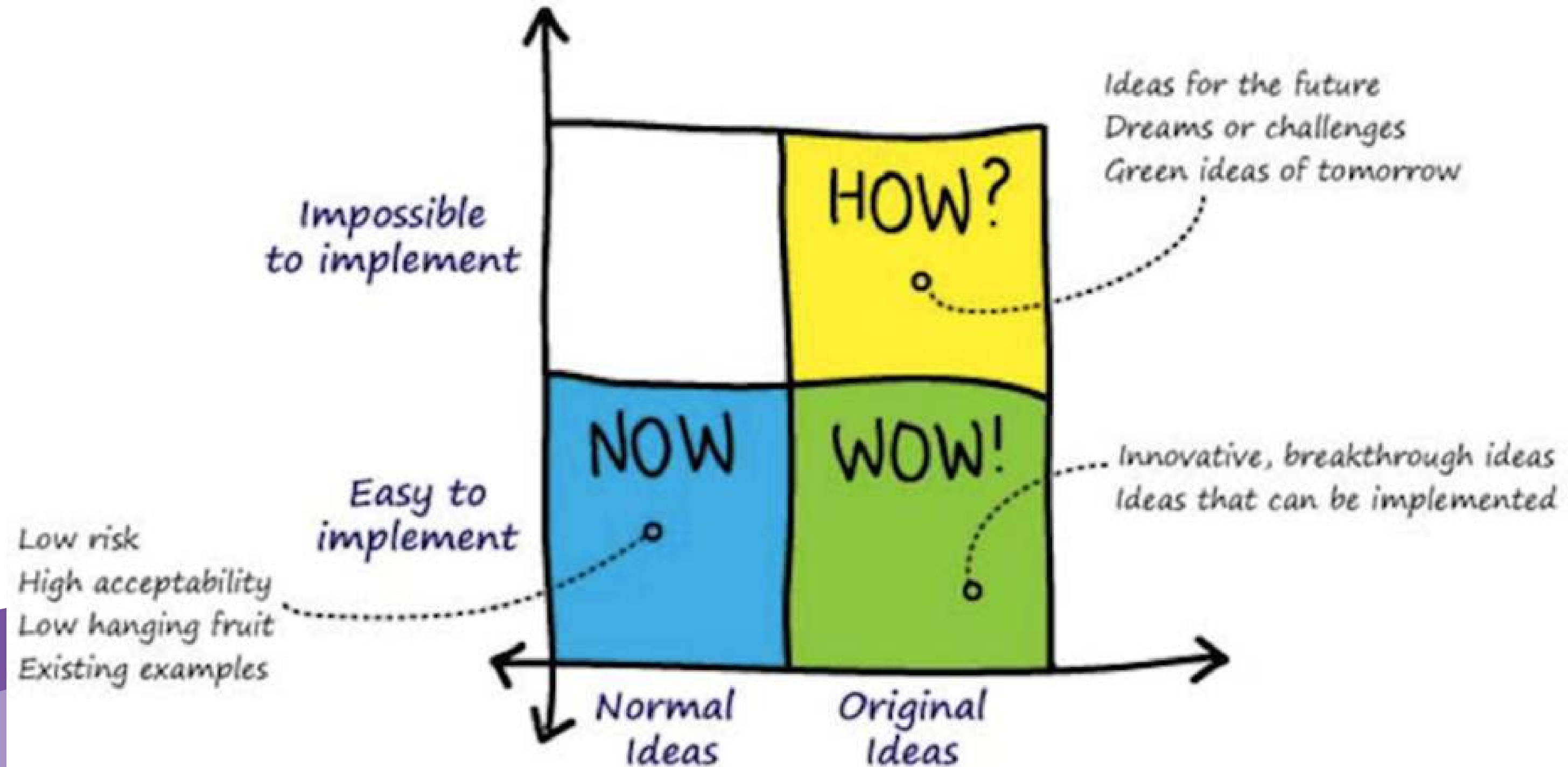
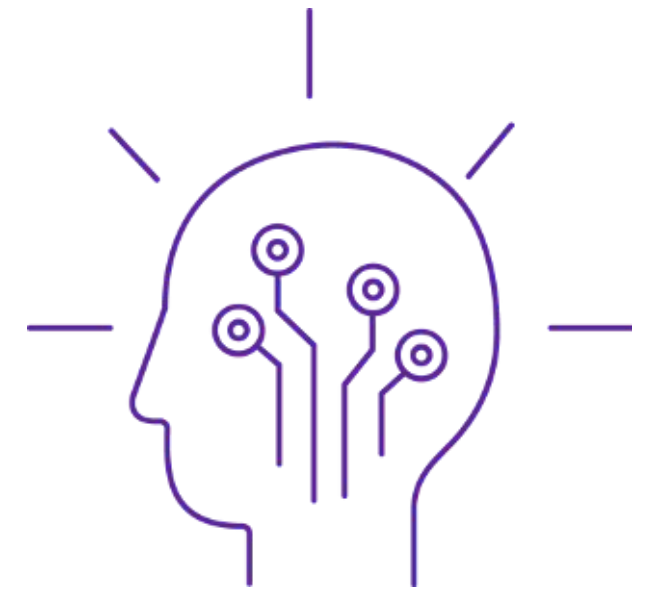


Set up tables or break-out rooms where you'll discuss a different question.

- Each mini group/pair spends time addressing each question.
- As participants move around the different questions, they have to build on the previous group's ideas instead of creating new ones

# HOW, WOW, NOW

Is an idea selection tool that encourages people to consider innovative ideas but also weigh up practical limitations



## **TAKE A STAND**

**A practical, dynamic and versatile method for groups to explore ideas and questions together.**



Something like a physical questionnaire; participants respond to questions by walking around the space and placing themselves on an imaginary line. This provides a starting point for reflection and discussion, and brings teams together.

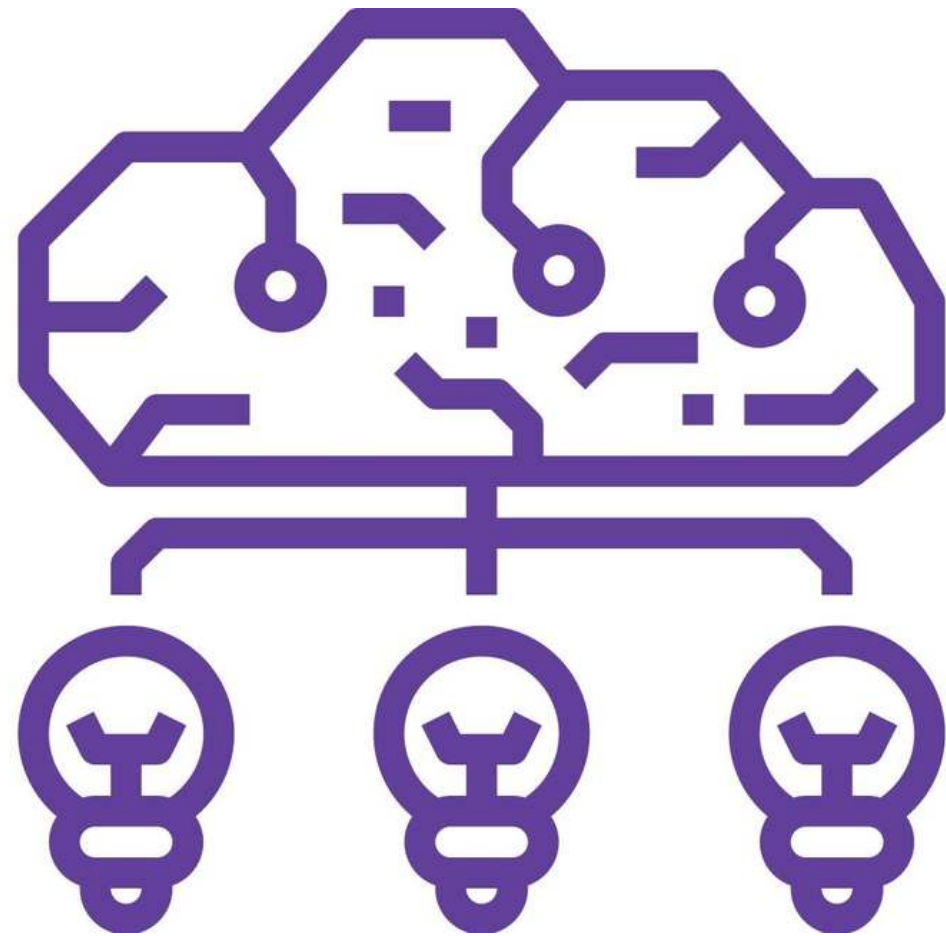


**Can help identify people who might need additional support**



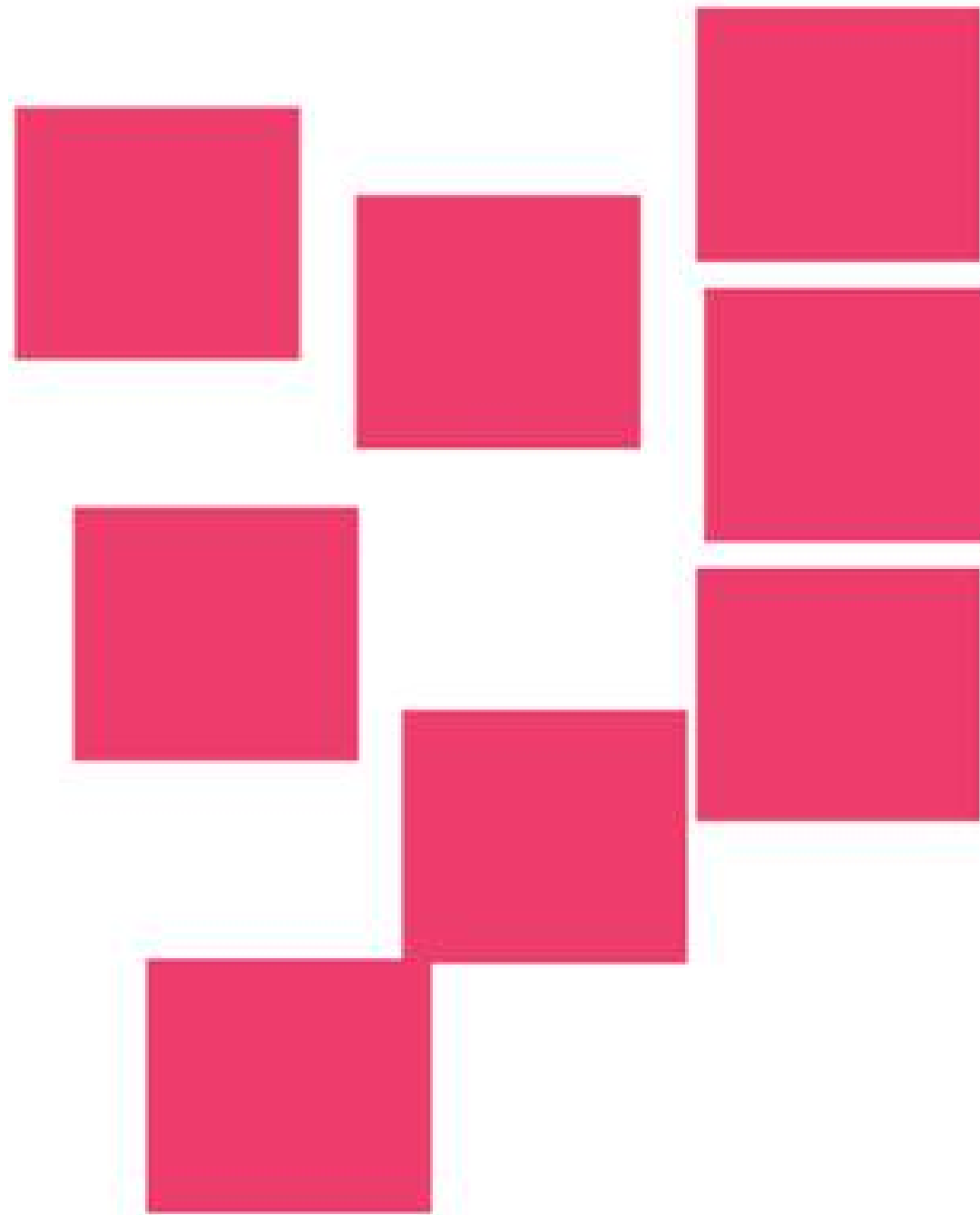
## I LIKE, I WISH, I WONDER

**An effective approach for teams  
(big and small) to collect feedback  
quickly – online or in person**

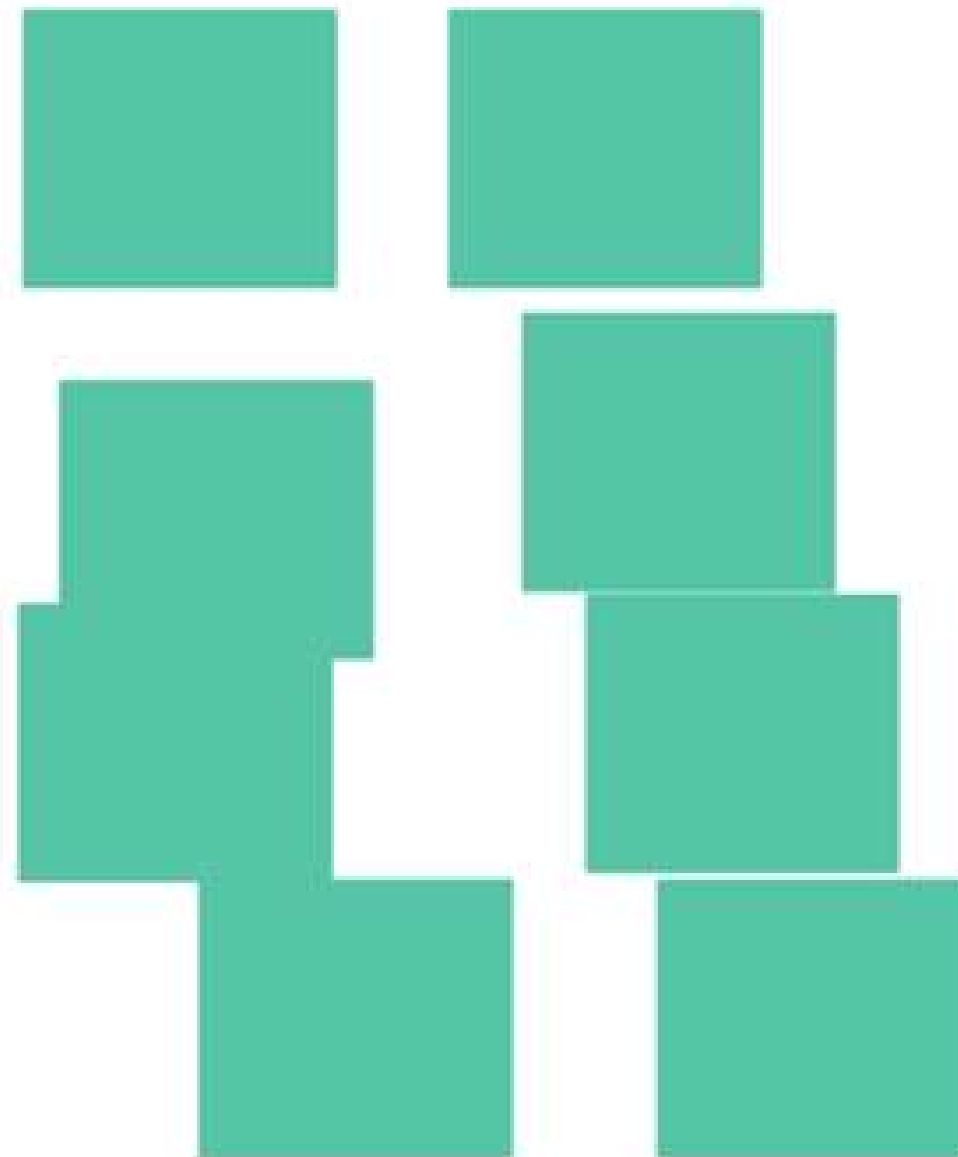


- **"I like"** is a starting point for what went well or what is positive about an idea.
- **"I wish"** is a starting point for what could be done differently /improved
- **"I wonder"** can be a starting point for questions that are still unanswered, and ideas.  
(*"I wonder" heading could also be called **"What If"***)

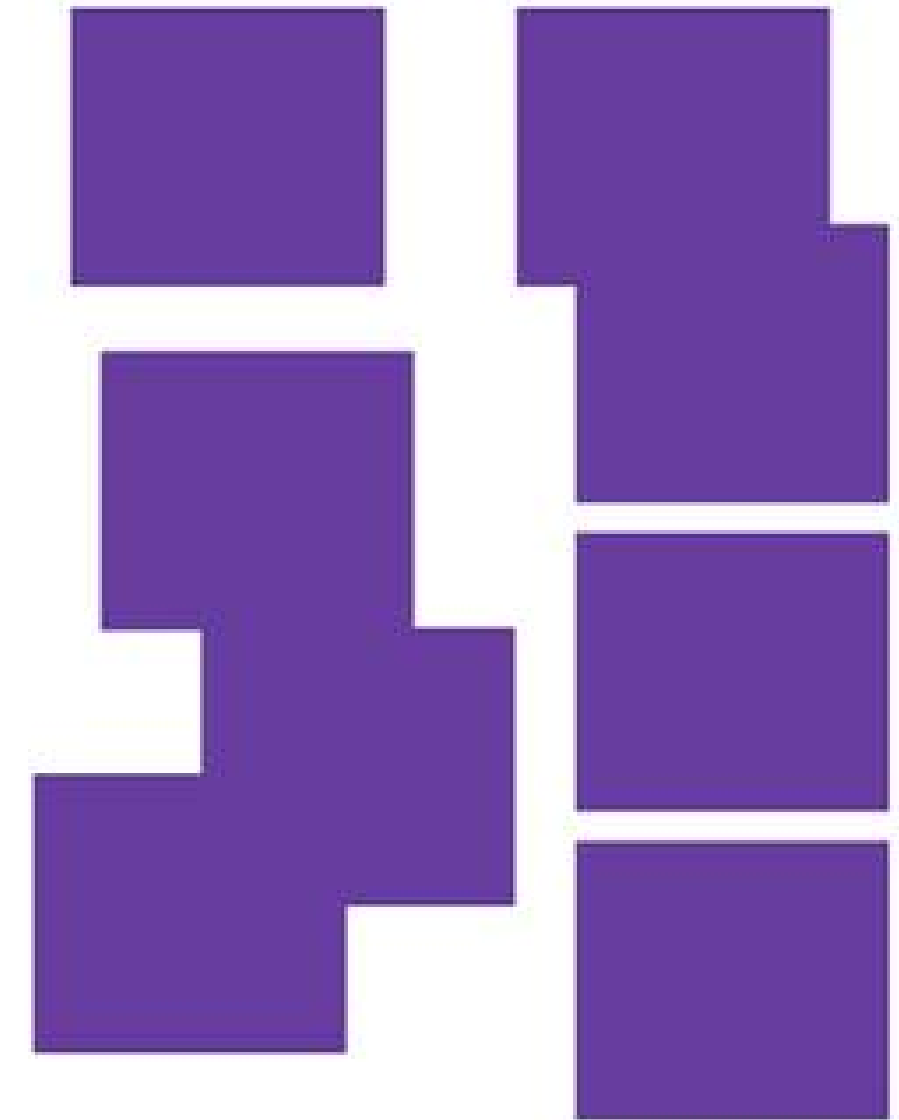
**I LIKE**



**I WISH**



**I WONDER**



**HYPER ISLAND**

# WALKABOUT

**This simple activity can be used individually or in groups to start a workshop or project or when you are feeling a creative block.**



- What do you see?
- What do you sense?
- What's emerging?
- What do we need to stop doing?
- What do we need to start doing?
- By when?
- What else?

WHAT  
DO YOU  
THINK?

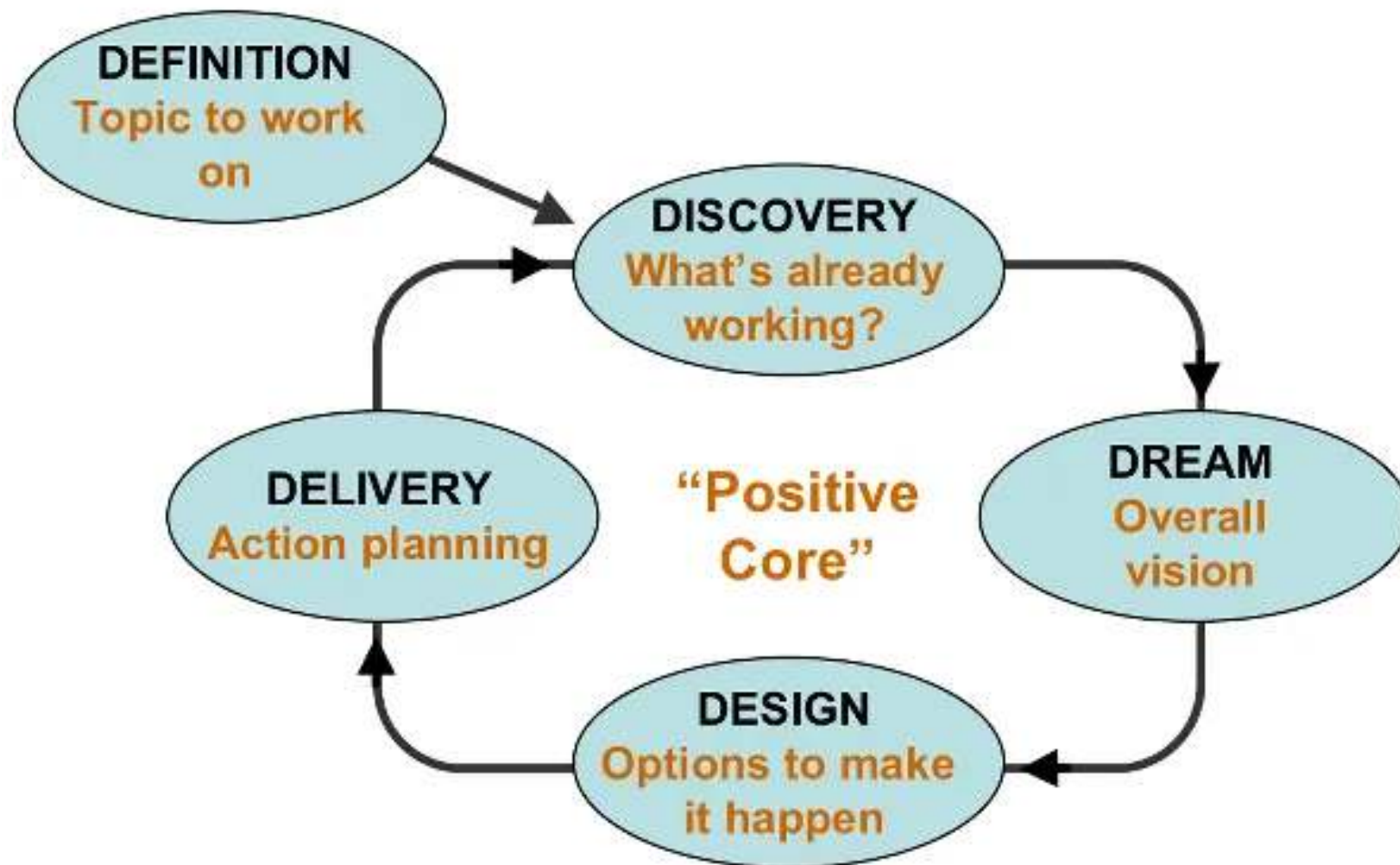
# “ Problem Solving ”



# APPRECIATIVE ENQUIRY



**Similar to Blue Sky Thinking.**  
**You can use these over many workshops or as an activity to find strengths-based solutions**



- Start by working in pairs and telling a story about a positive experience (based on specific topic/theme).
- In groups of 4, discuss what made this positive experience possible.
- All participants then circle or vote for factors that made these positive experiences possible that they think are important and should be built on.
- The next stage would be to explore what a future would be like where all of these positive experiences and factors are the norm.
- Create an action plan to make this dream possible



**Can be good for exploring controversial issues**



## TROIKA CONSULTING

# This is a useful way to explore challenges and blocks constructively



**Good with “Yes/But..’s”  
who frequently block  
solutions!**

In small groups (no less than 3), one person shares a challenge or block with the other members for 3 minutes.

- The other members listen and shouldn't ask any questions or interrupt.
- When the participant has finished sharing their challenge, the other members discuss solutions for up to 5 mins.
- The person who shared the challenge **can only listen and cannot take part**.
- Once they have heard solutions, they can feedback on the experience, ask follow up questions and share whether they understand their challenge in a different way or what it was like to hear different perspectives.

# “Facilitating Action”

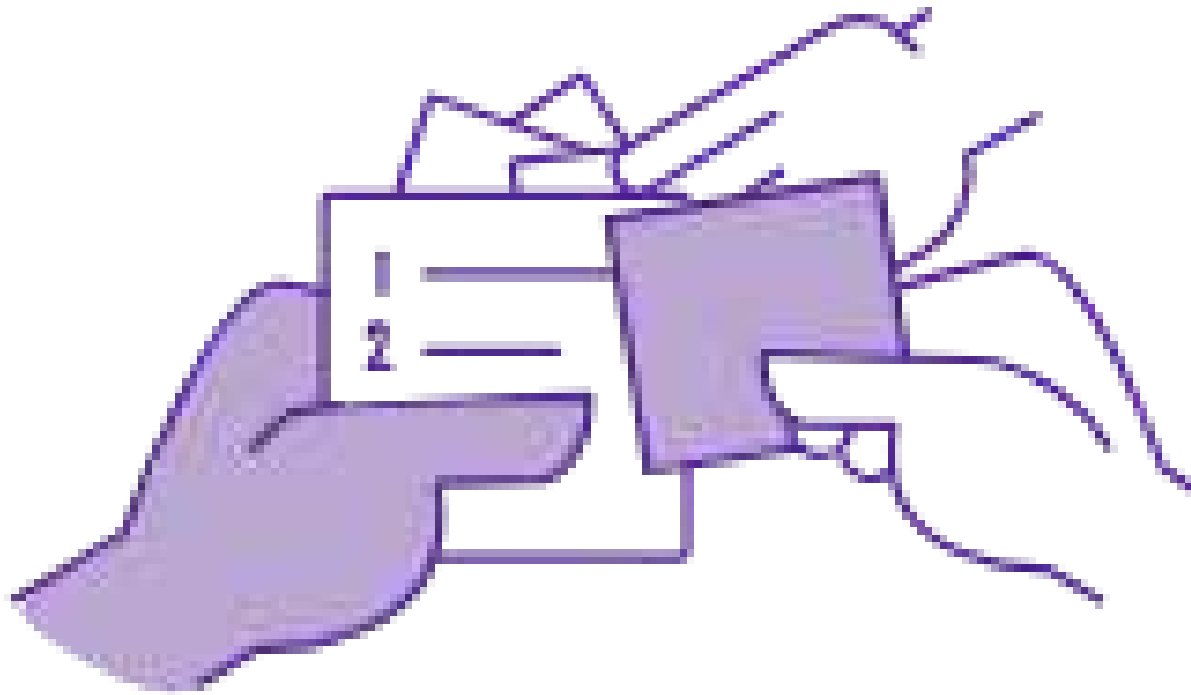


# TAKE ACTION

Tools focused on structure,  
implementation, and supporting  
change in teams and organisation

# **DOTMOCRACY**

**Simple method for group prioritization or decision-making. Helps a group to quickly see which options are most popular or relevant**



The options or ideas are written on post-its and stuck up on a wall for the whole group to see. Each person votes for the options they think are the strongest, and that information is used to inform a decision.

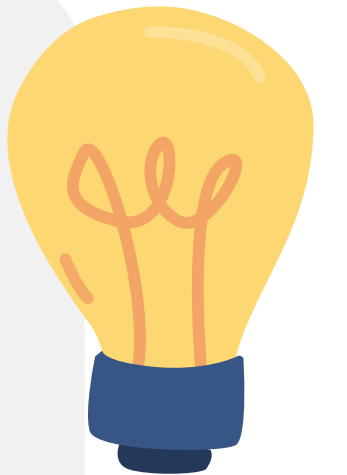
You can organise the ideas on a line from most to least dots, then discuss their relative merits.

## **PARKING LOT**

**Helps keeps workshops focused and on track whilst also ensuring important points do not get missed**



- Often during discussions, questions will emerge that are important but not fully relevant to the focus at the moment.
- These questions or issues are “parked” on a flipchart, to be addressed and answered later.



**Need to ensure this method is communicated at the start of the session so people don't feel “shut down”**

**Also make sure that this method does not get abused by members unwilling to listen to other people's views**



## WHO, WHAT, WHEN MATRIX

**Helps to identify next steps and actions  
by connect people with clear tasks and a  
commitment to when these will be  
completed**

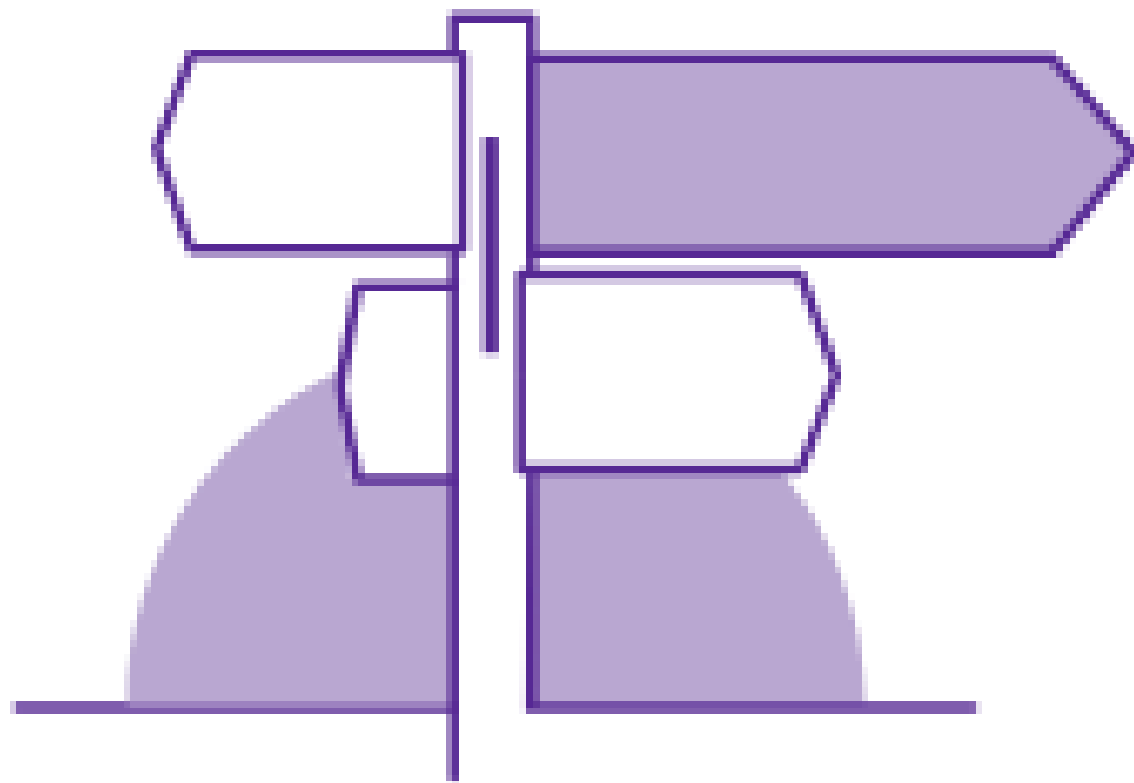
<u>NEXT STEPS</u> ⌵		
WHO 😊	WHAT ⬇	WHEN
Bunko	=====	5/10
Morelli	=====	Friday
Chung	=====	1/07
Macannifo	=====	Mon. 9am
Brown	=====	NOW!!
Gray	=====	Friday

By putting in everyone's name in the column helps to show who has volunteered a lot or where there is little to no commitment



## PROJECT MID-WAY EVALUATION

**Useful for evaluating a project currently in progress, to see if any adjustments need to be made for the team to work more effectively together. It provides a framework for discussion.**



Use a flipchart, whiteboard, or virtual whiteboard.

Present questions for the group to answer  
Ask people to use sticky notes to offer input

Cluster the notes together

Identify duplicates, patterns, and overlaps

Discuss:

- Is anything surprising?
- What are the commonalities?
- What have we seen before?
- How do we feel about this?

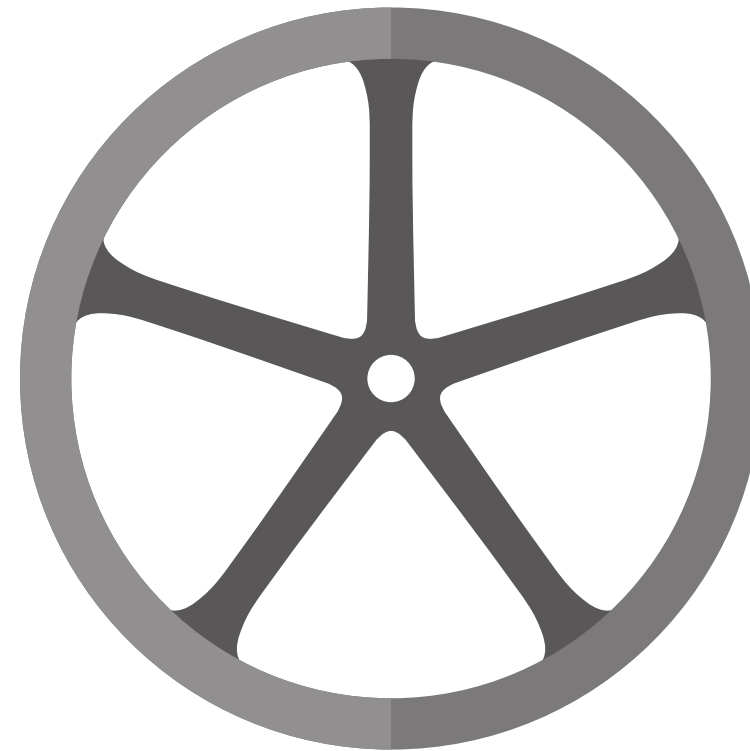
# EXAMPLES



## A boat with a sail and an anchor.

Sail – represents things that are driving the project forward

Anchor– things that are holding it back.



## Wheel with five sections named:

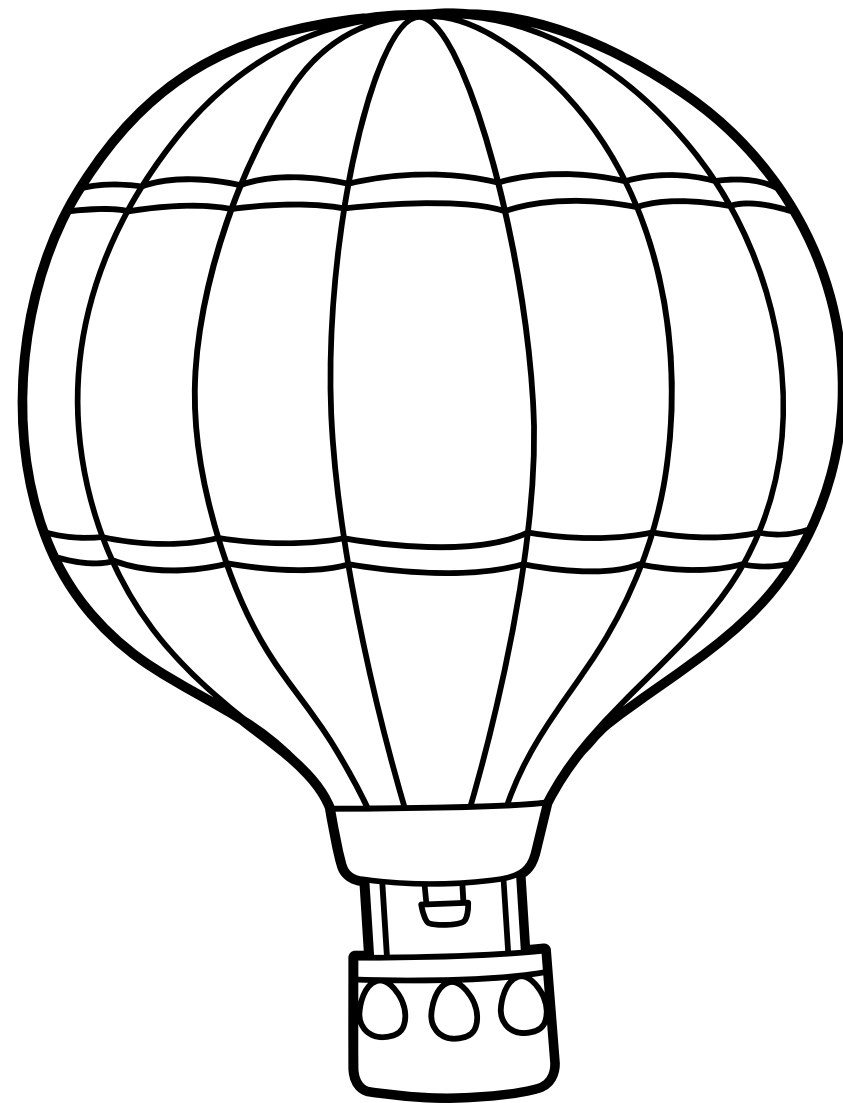
- stop,
- start,
- continue
- do more
- do less.



## Three columns named:

- mad (with an angry face);
- sad (sad face)
- glad (happy face)

## HOT AIR BALLOON



**Metaphorical method that aims to identify strengths, weaknesses, external forces, stakeholders and goals all in a simple and well-structured process**



The charm is that you're not relying on another dull matrix but actually going through an imaginary journey that engages us to think outside of our typical thought patterns.

Just gather all participants and collect their input step-by-step in the process.

## WIND

**External forces** that can have an impact on the course of our hot air balloon no matter if they're threats or opportunities.

## HOT AIR

All the **strengths** we have that support the project/idea

## PASSENGERS

**Internal stakeholders** that have an influence on the direction of our hot air balloon and in this sense our project.

## OBSERVERS

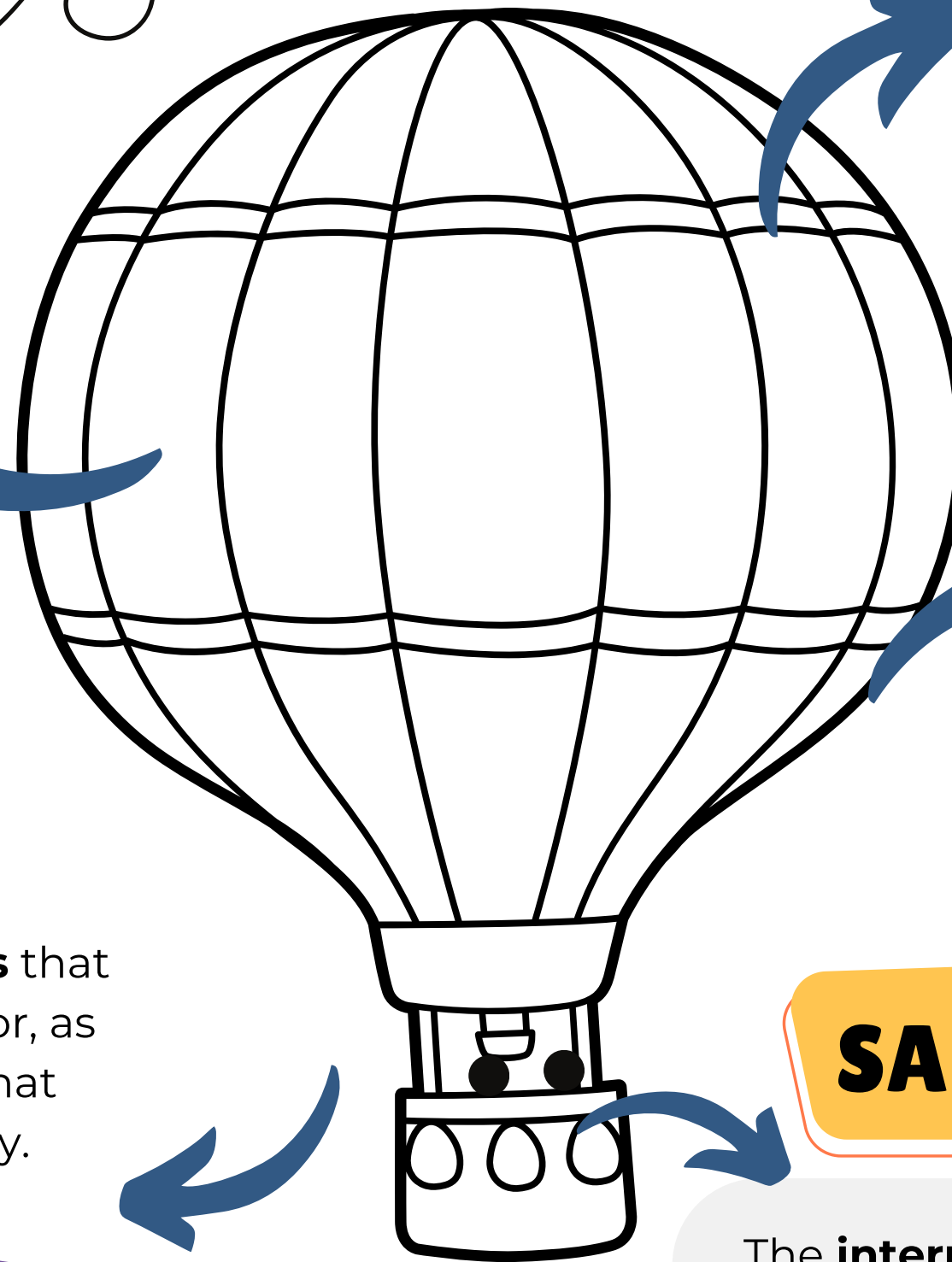
**Target audiences/ service users** that we want to improve outcomes for, as well as external stakeholders that have an interest in our journey.

## SANDBAGS

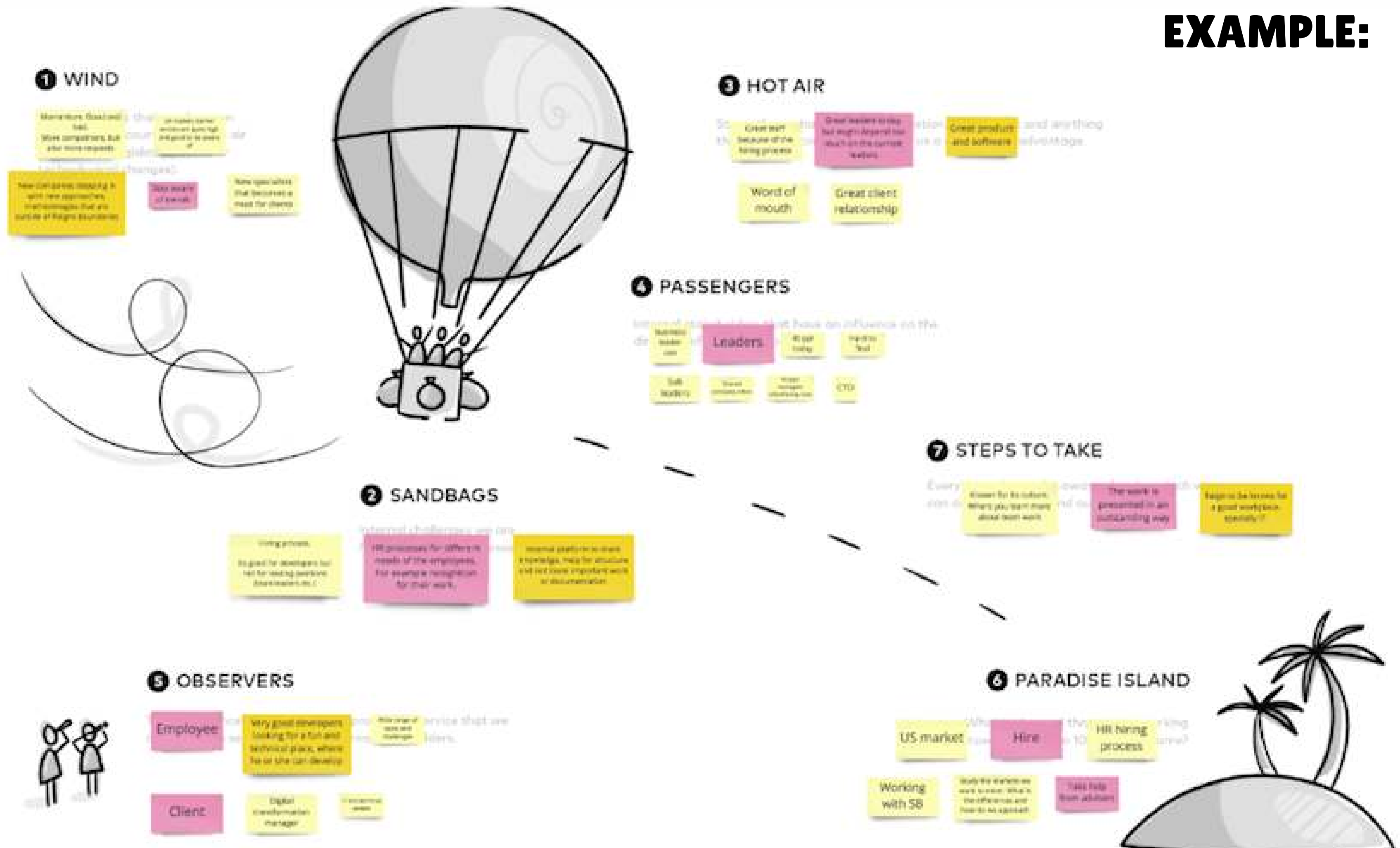
The **internal challenges** we are facing and the weaknesses that are literally dragging us down.

## PARADISE ISLAND

**Dream destination** and goal that we are working towards

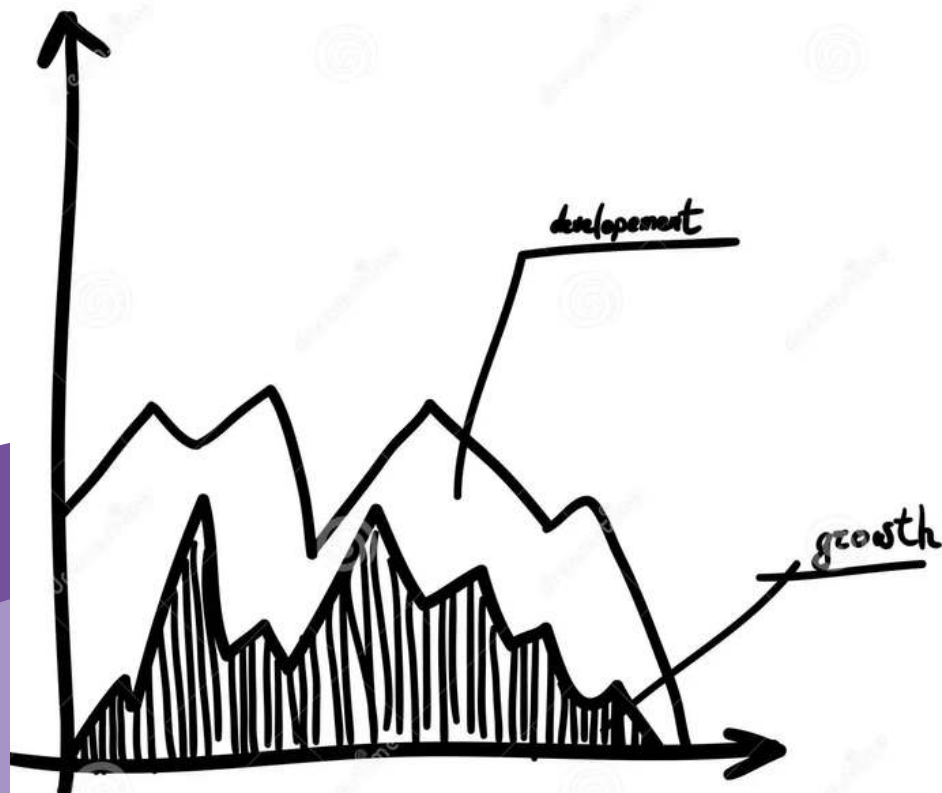


# EXAMPLE:





## PROJECT WRAP UP

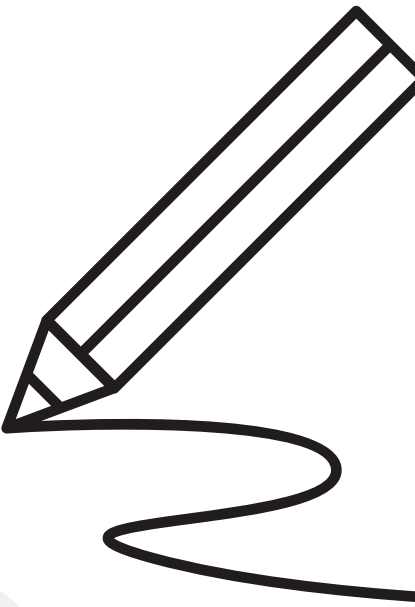


Chance for members of the group to learn from their experiences on a project, to support each other to improve, and to bring closure to the team



Get the group to draw out the high and low points of the project and use these to move into a discussion about what they have learned.

Get the group to define some actions that they are going to take into future projects and support each other by giving and receiving feedback to improve their practice.

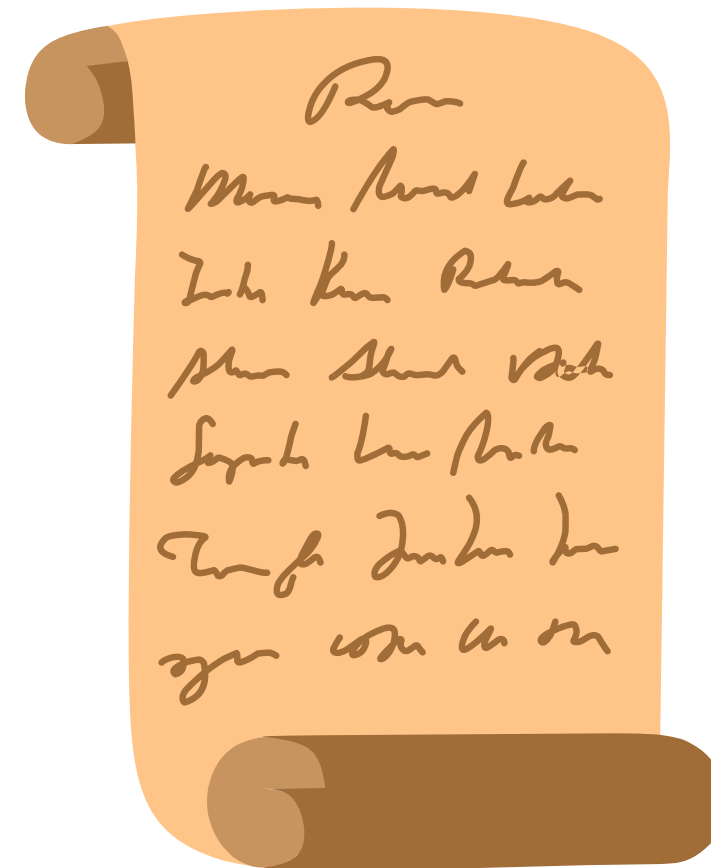


## Get creative!

You could use wallpaper liner paper to paint a river of your journey and put objects along it



## Write poems!



## Feedback tokens

You could get members to vote for different aspects of the project using items such as counters/ pom poms- can help reveal emotions



TIME FOR A

BREAK.



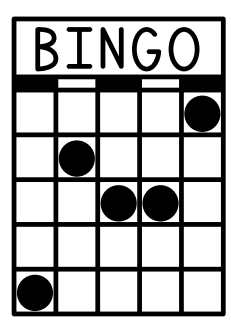
# “Ice Breakers/ Energisers”

Tools to inject energy into the process,  
get people moving, and have fun.





Ice Breakers for Virtual Meetings?

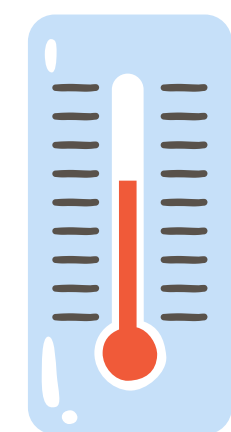
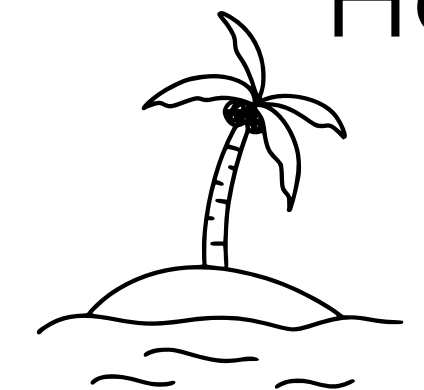


10 Things We Have In Common/ Networking Bingo

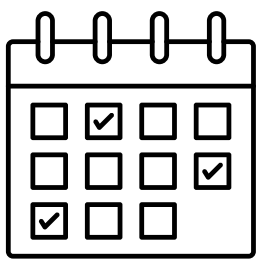


Who Are You?

Hot & Cold

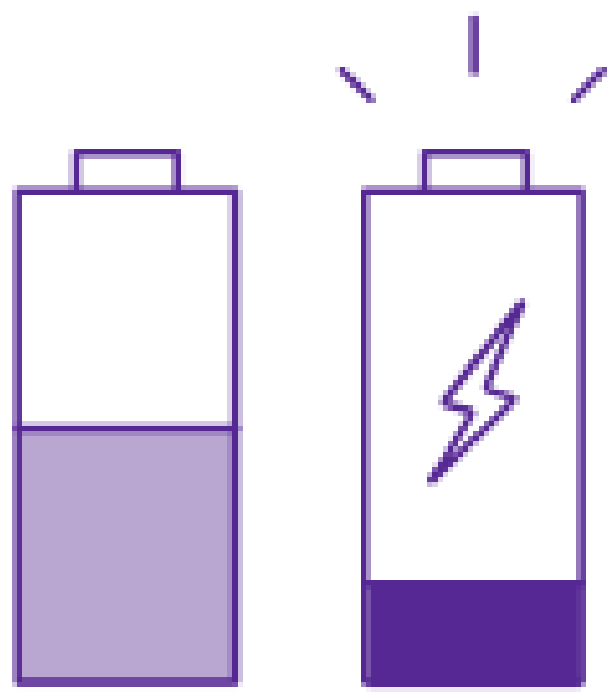


Guess That Drawing



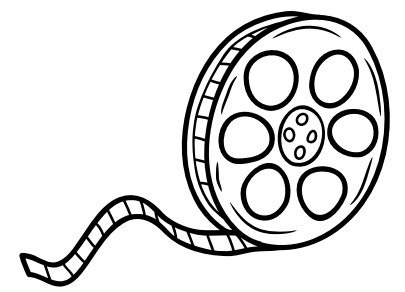
The End...

Stranded Desert Island Picks



What's Your Favourite Year?

Paper Aeroplane Game



What's Your Theme Song/ Movie?

Shake Down







**Who Are You?**– Each person has to write/ draw a short description of themselves. Put the pieces of paper in the middle and go through them guessing who each one belongs to

**10 Things We Have In Common/ Networking Bingo**– The goal is for the group to list 10 things they share. Network bingo– create bingo cards where individuals have to find characteristics/facts that correspond to other people in the group– whoever is able to find a row first wins.

**Guess that Drawing**– One team draws a word and the other tries to guess it. Can use to online site Drawasaurus to do this online.

**Hot and Cold**– Hide something in the room– maybe the agenda or something random. The group has to find it– only allowed to say hot or cold to help members to locate it.

**The End...**Write part of a sentence on a whiteboard/piece of paper, now ask the group to complete it.

**Desert Island Picks**– “If you were stranded on a desert island what one book, song, food, comfort item etc would you pick to take with you”

**What’s Your Favourite Year?**– what year and why

**What’s Your Theme Song/ Movie?** Imagine you are a song/ movie what would you be?

**Paper Aeroplane Game**– Write down an interesting fact about yourself on a piece of paper. Make it into a paper aeroplane. Get all the group to throw their planes– guess who wrote each plane

**Shake down**– guided movement/ dance– get people moving and out of their seats



# Team Building

Tools to build effective teams -  
foster trust and openness for  
better collaboration.



# GROUP AGREEMENTS



Can be useful tools for making your meeting a good experience for everyone involved

Can help members to form an identity and gain participant buy in

Having boundaries can help people to feel safe

Can be a nice way to ground people and get into the space

Ground rules help to keep meetings on track and remind people of the need to work together effectively and respectfully



# CHECK IN'S/ CHECK OUTS

Check-ins/outs are short activities for expressing and taking note of each team member's mood



Checking-in/out invites each member in a group to be present, seen, and heard.

A way to check that people are happy to be where they are and feel able to participate

Gives people the opportunity to speak—even if only once in the meeting

Checking-in puts emphasis on presence, focus, and group commitment

If people are having a difficult time it can be helpful to acknowledge this

# MAKE TIME FOR INTRODUCTIONS

hello



**HELLO**  
MY NAME IS

If there are lots of you, ask that people introduce themselves before they speak

Be open to new ways of introducing members that don't always focus on job titles/roles, this can exclude experts by experience

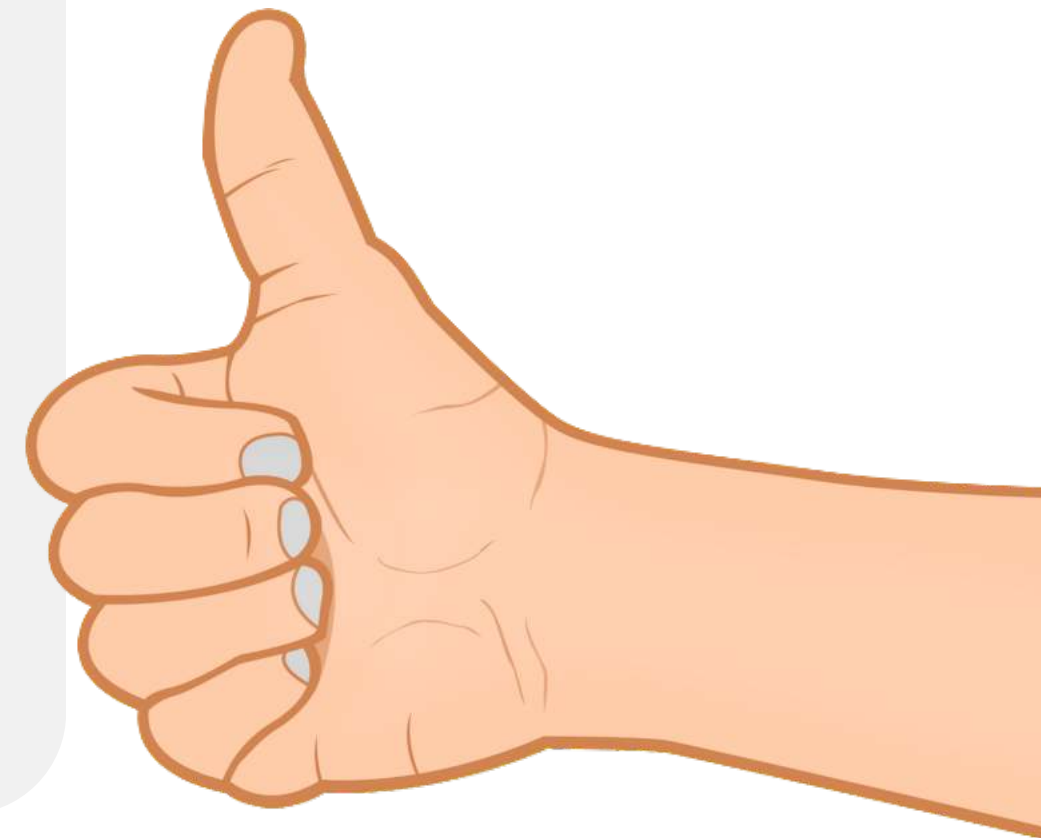
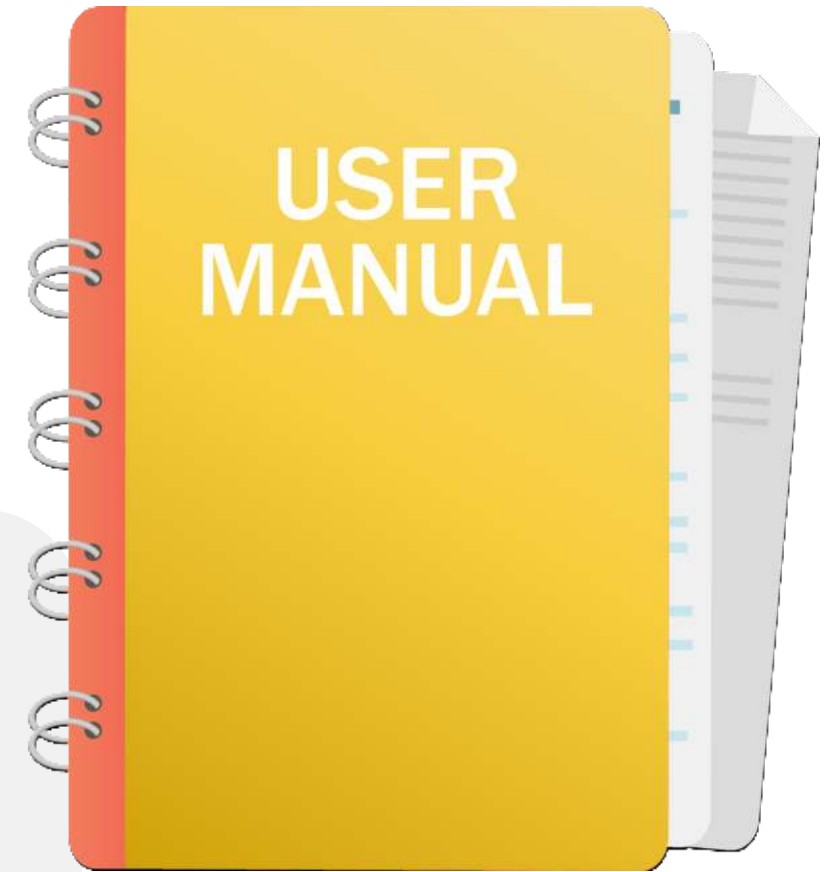
Don't assume that everyone in the room has already met or knows who people are

Offer people the chance to meet with others before the meeting so they have some level of comfort and familiarity

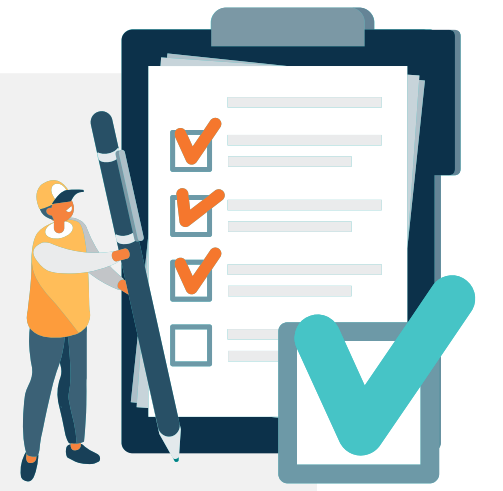
## **USER MANUAL**



Creating a User Manual for participants of a group or project is a good way to get to know each other beyond any labels of lived or learned/professional experience. It's also a good way to find out about any needs, areas for support, and people's strengths and interests



**? “How best to communicate with me...”**



**? “I don’t have patience for...”**

**? “One thing people misunderstand about me is...”**

**? “You can count on me for...”**

**? “I’d love to learn more about...”**



# RETROSPECTIVES/ "RETROS"

**Meetings typically held at the end of a project, or at points throughout, to identify what worked well, what could be improved, and uncovering challenging areas that the group can learn from and improve.**

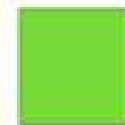
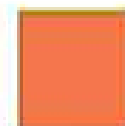
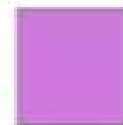
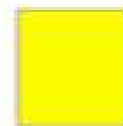
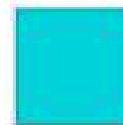
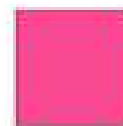


WHAT WORKED WELL

WHAT COULD BE  
IMPROVED

ACTION ITEMS  
NEXT STEPS

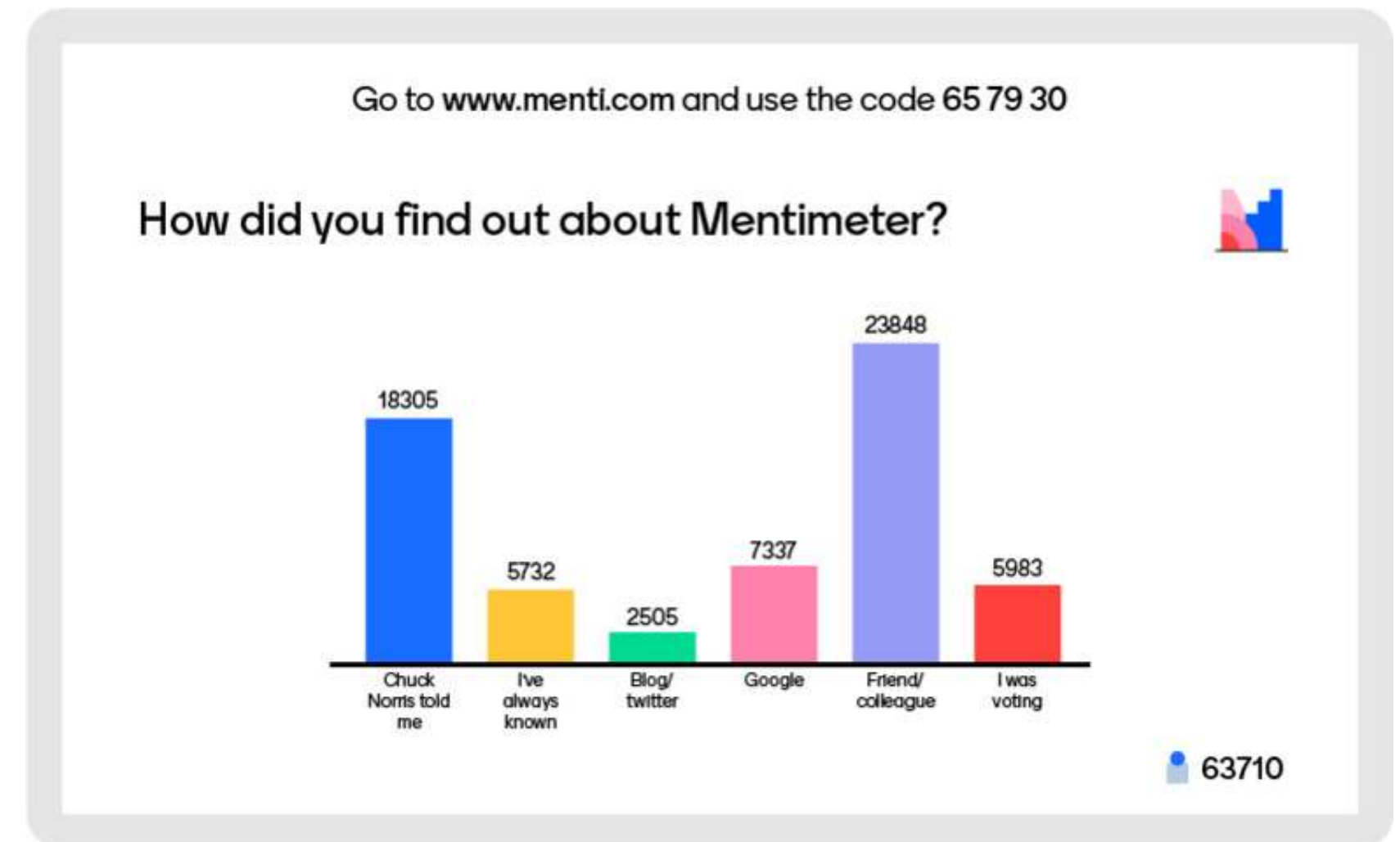
COPY A  
STICKY NOTE  
AND CAPTURE  
YOUR  
THOUGHTS



# Online Tools

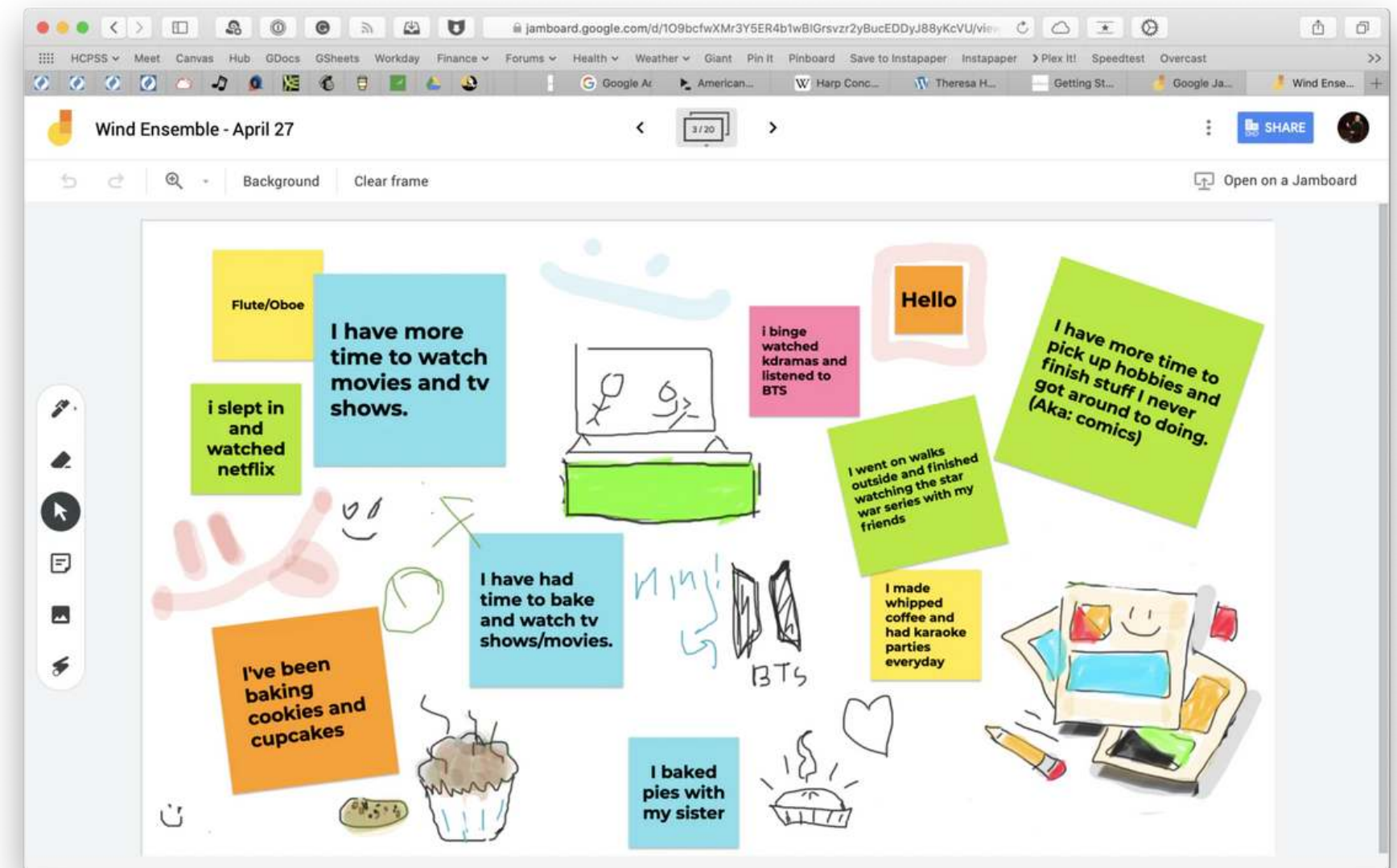


- **Live Wordles/ Menti Meter**  
(interactive tool for collecting responses and ideas)





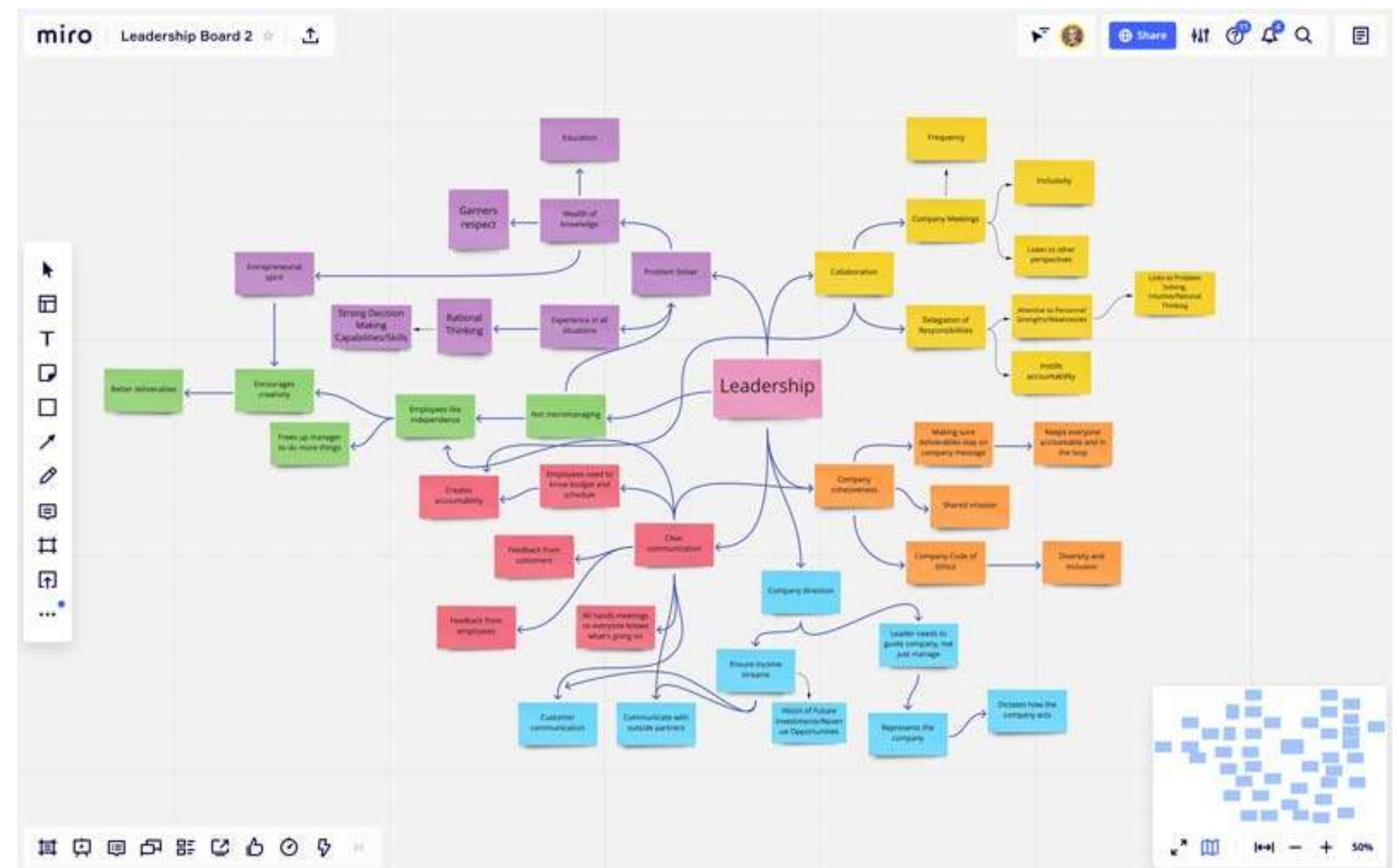
**Jam Board**  
(online interactive  
flipchart, good for sharing  
initial ideas)  
– free!





## Miro Board

(lots of tools for mind mapping, planning, generating ideas, collaborating) - free trial then have to pay





# Questions?

# Thoughts?

# Reflections?





# THANK YOU!

**Thank you for your time and  
contributions today**

We will be in touch with a summary of  
the learning shared in today's session.

We look forward to seeing you again  
soon!



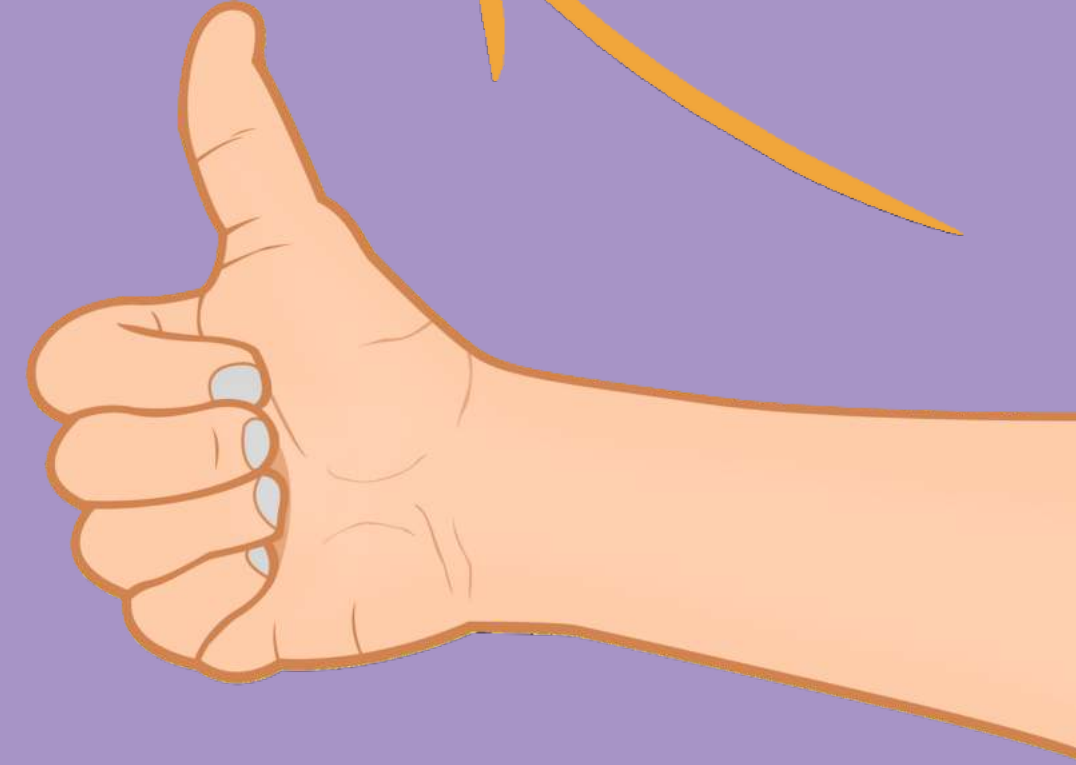
**Framework**  
For your future



# WE WANT YOUR FEEDBACK!

**Please complete our short survey about your experience at our recent PDU event.**

It only takes a few minutes to complete and helps us to improve our learning offer and inform future training events.



# What next?

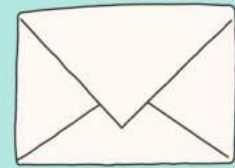
Become a member of the PDU today



**SIGN UP!**

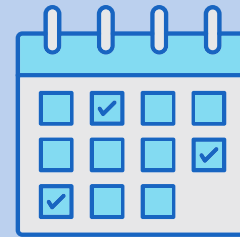


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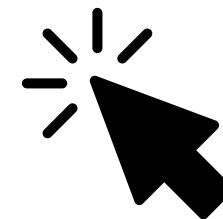
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