Family Caregiver Guidelines

Planning Activities

These tools could be used during a meeting to help participants consider new ways to apply sector recommendations or to help you plan your mobilization process. To decide whether an activity is needed, consider the purpose of the meeting, the size of the group and the impact of structuring the discussion.

➜ **For additional activities, see Section 5: Suggested Resources**

Thought Shower

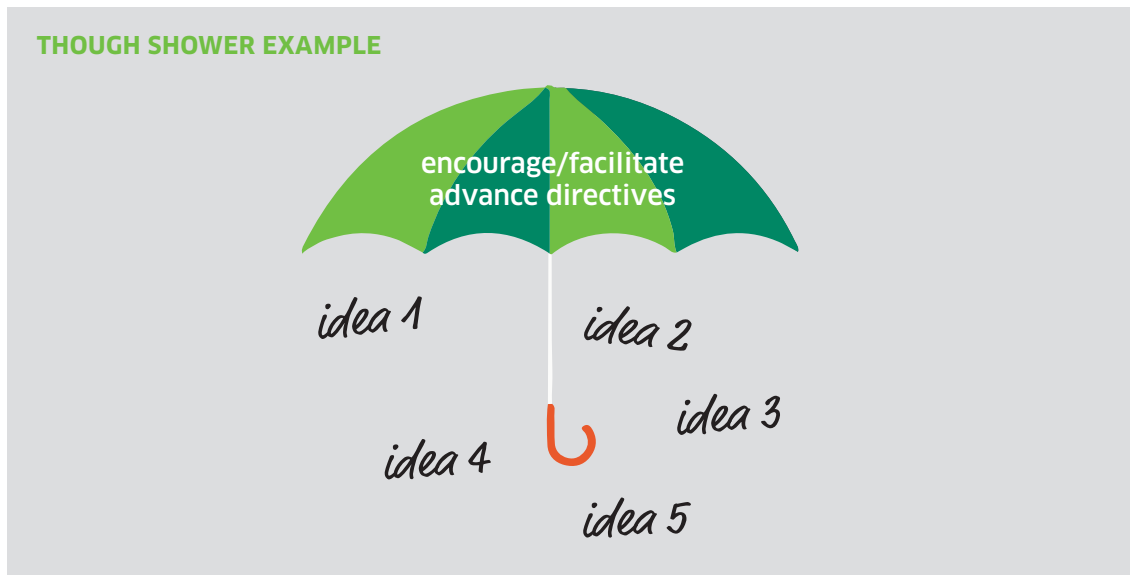Adapted from *Participatory Approaches: A facilitator's guide.p.160-161.*

PURPOSE

A thought shower can also be called brainstorming or free-thinking. Members of a group take turns sharing ideas related to a specific topic. Initial ideas do not need to be well-thought-out. Other techniques can be used as a follow-up to explore each idea further, categorize them, if useful, and identify the most relevant ideas and next steps.

RESOURCES

❑ Flipchart paper or other writing surface

❑ Markers

❑ Several cards or sticky notes per participant, if preferred

TECHNIQUE

THOUGH SHOWER EXAMPLE

encourage/facilitate
advance directives

idea 1

idea 2

idea 3

idea 4

idea 5

a. Write a specific topic or question on a poster, flipchart, whiteboard, or slide. Then invite the group to generate ideas without censoring them. Sometimes the wildest idea results in the best solution!

b. **Solo Option:** Ideas can be generated solo in the beginning for about five minutes to help ensure that everyone has adequate time to think without interruption. To do so, give each participant several cards or sticky notes. Invite them to jot down one idea on each without worrying about the details. Then ask them to place them on a flipchart or around the room on the walls. Participants read out the ideas, avoiding repeating ones that have already been shared.

c. **Group Option:** Alternatively, it can begin as a group, inviting everyone to shout out ideas and then writing each one on a flipchart or other writing surface. An image can be sketched out beforehand, such as an umbrella. Then write the ideas under the umbrella.

d. Discuss and clarify ideas with the group. Do not allow criticism of any ideas at this stage.

e. Record the results or circle the thoughts that are selected for follow-up.

Stakeholder Analysis

Adapted from *Participatory Approaches: A facilitator's guide, pp.152-153.*

PURPOSE

This activity is used to consider the importance and influence of individuals, groups, and organizations that will have an impact on something (a program, project, issue, or activity) or be impacted by it. It can be useful in the early planning stages, after having identified who the stakeholders are.

It helps to identify possible allies, as well as potential constraints and risks to the process. If stakeholders are involved in this analysis activity, statements about their relative importance and influence will need to be shared sensitively.

RESOURCES

❏ Photocopies of the stakeholder analysis table and matrix or one large poster–sized version

❏ Paper, pens

❏ Several sticky notes per participant (optional)

TECHNIQUE

a. (Solo or small group) Make a list of stakeholders. This can be done using the Thought Shower technique. Try to think of potential hidden stakeholders too.

b. Write the list of stakeholders in the first column of the stakeholder analysis table. (See example.)

c. Describe each stakeholder's interest in implementing – or preventing – the relevant recommendation from the *Guidelines.*

d. Rate their influence and importance. This can be decided through discussion or by inviting individuals to put check marks on the poster beside the rating they would give each stakeholder. Once the table is complete, the results can be mapped onto a matrix by one person or the group.

e. **Option:** Do not use the table. Instead write each stakeholder on a sticky note as they are identified. Then invite participants to place them on a poster-sized matrix, moving them around as needed during the discussion of each stakeholder's relative influence and importance to the issue.

f. Consensus can be achieved through further discussion and voting. Encourage the group to use open-ended questions to explore each other's perspectives.

STAKEHOLDER ANALYSIS TABLE

Rating System: 0=none | 1=very low | 2=low | 3=some | 4 = high | 5=very high

STAKEHOLDER (List one per line. Add more lines as needed.)	INTEREST in the issue/activity. (Write a description.)	INFLUENCE over the issue/activity. (Circle a score.) 0=none 5=very high	IMPORTANCE to the issue/activity. (Circle a score.) 0=none 5=very high
		0 – 1 – 2 – 3 – 4 – 5	0 – 1 – 2 – 3 – 4 – 5
		0 – 1 – 2 – 3 – 4 – 5	0 – 1 – 2 – 3 – 4 – 5
		0 – 1 – 2 – 3 – 4 – 5	0 – 1 – 2 – 3 – 4 – 5
		0 – 1 – 2 – 3 – 4 – 5	0 – 1 – 2 – 3 – 4 – 5
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		0 – 1 – 2 – 3 – 4 – 5	0 – 1 – 2 – 3 – 4 – 5

STAKEHOLDER ANALYSIS MATRIX

Draw a larger version of the diagram below and place each of the stakeholders in one of the quadrants in relation to the current phase of the issue or activity.
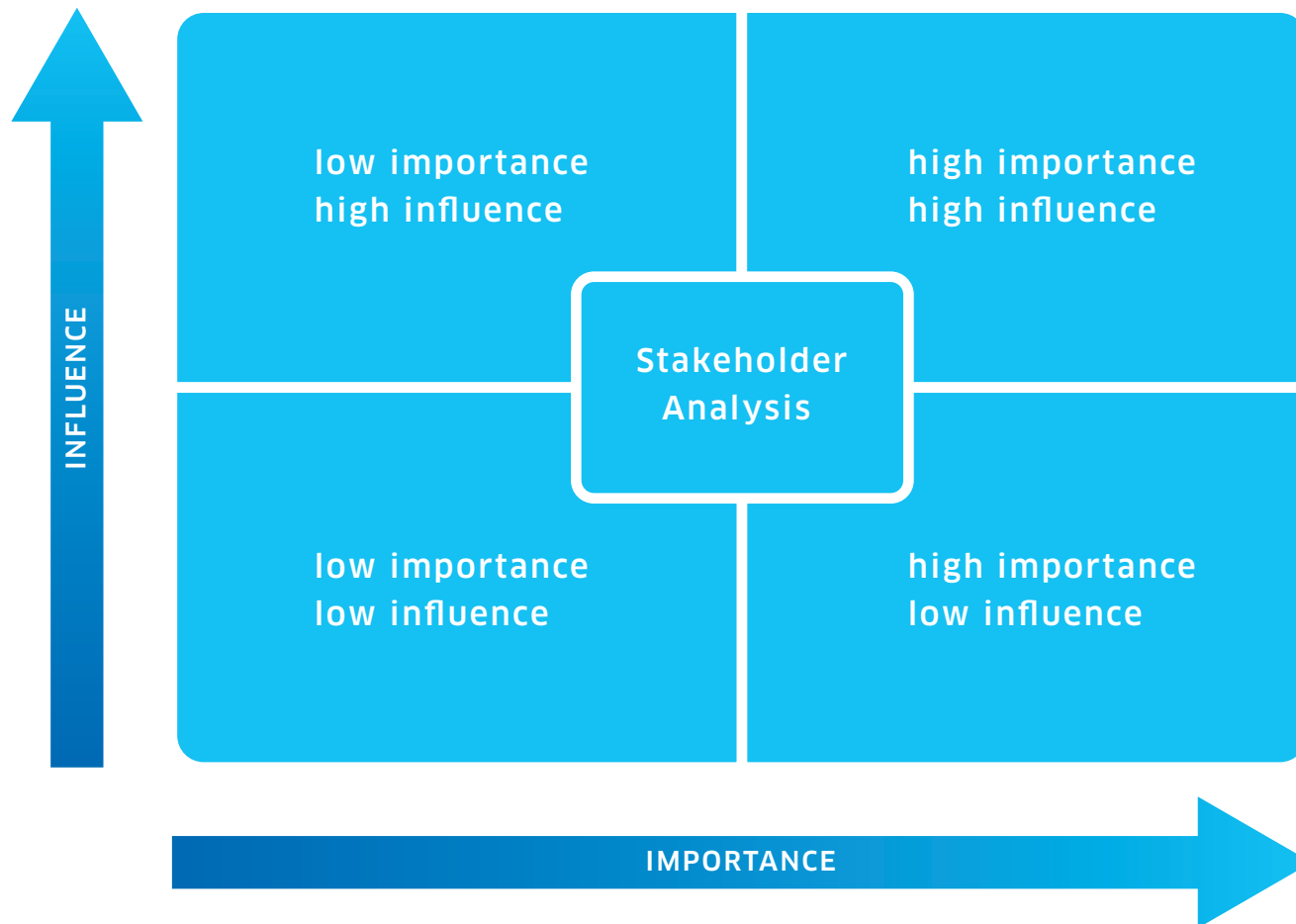
Mindmapping

Adapted from *Mind Mapping* by Tony Buzan who popularized the term and a specific approach to capturing ideas visually using a branching system.
http://www.tonybuzan.com/about/mind-mapping/

PURPOSE

A mind map is a diagramming tool usually used to generate, organize, and categorize ideas. The technique pulls together information that can help a group summarize a discussion, remember it, solve a problem, or make a decision.

RESOURCES

❑ flipchart paper turned lengthwise, whiteboard, or other writing surface

❑ coloured markers

TECHNIQUE

MINDMAPPING EXAMPLE
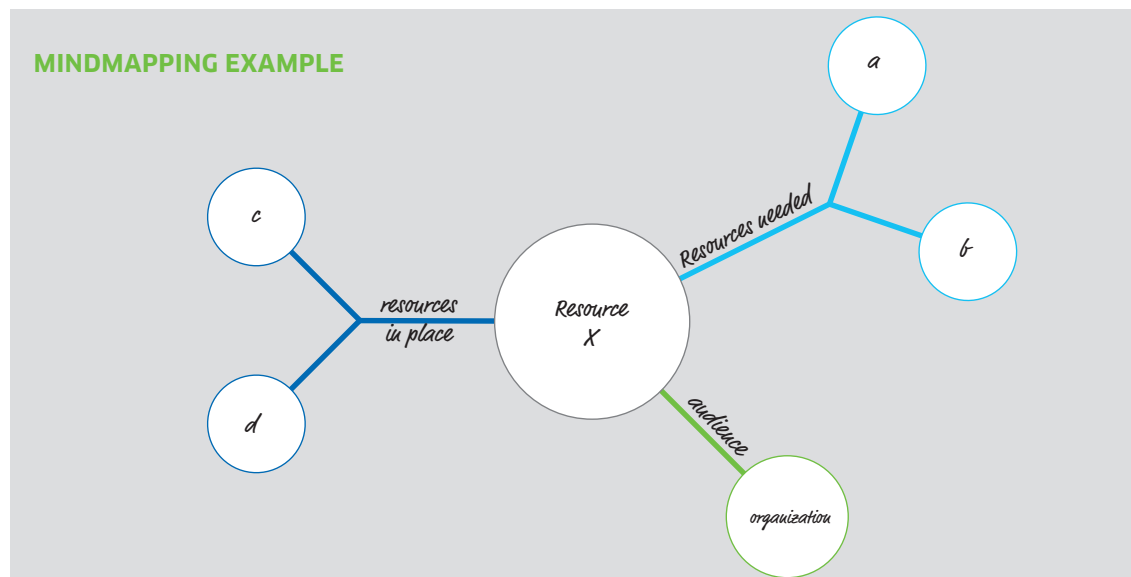
Mind mapping can be done in numerous ways. Here is one method that can be helpful specifically for identifying in what ways a Guideline recommendation is already being implemented, identifying the gaps, and generating ideas for how to fill the gaps.

a. Start in the centre of a blank page turned sideways to allow space for expansion. (See diagram.)

b. Write a key word, icon, stick figure, or other simple image to identify the recommendation to be discussed. Images have more impact than words, help stimulate participants' creative thinking, and give you a chance to poke fun at your drawing skills!

c. Invite participants to think of one way the recommendation is already being implemented. Draw a short, curved line stemming out from the central word

or image. Write a word or image along the branch to capture the idea. Use a different coloured marker from the central image, if possible.

d. Repeat Step 3 for each of the main ways the recommendation is already being implemented.

e. Use a different colour for each main branch of ideas stemming from the central image (the recommendation).

f. Connect your main branches to the central image. Link your second- and third-level branches to the first and second levels, using the same colour as the main branch.

g. Make your branches curved rather than straight to add interest to the diagram.

h. Use one key word per line for clarity, flexibility, and impact.

Use this template as a starting point.
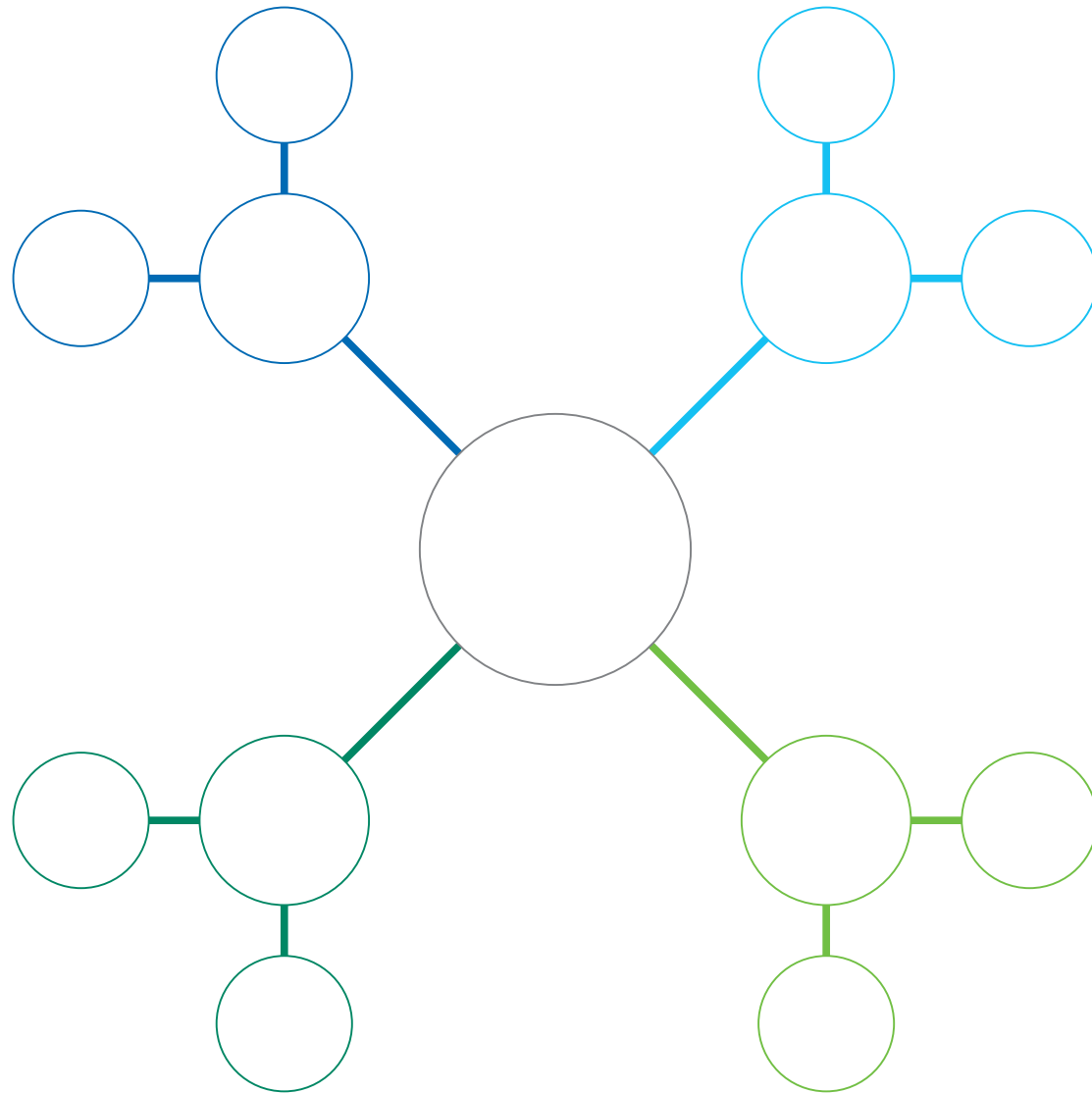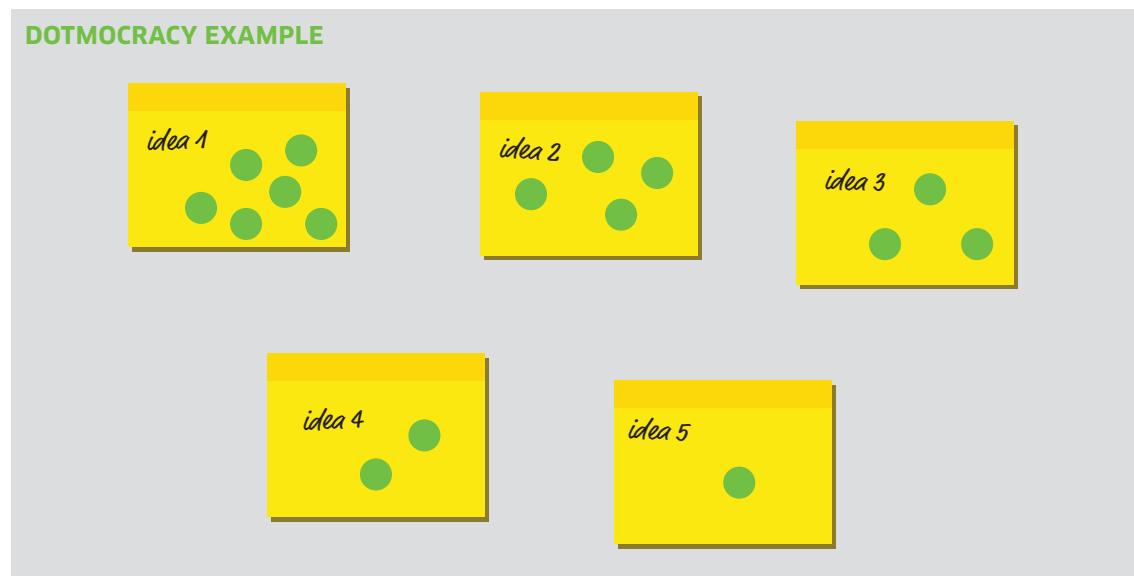
Dotmocracy

PURPOSE

This activity can give each group member equal input in determining which options, ideas, or recommendations are a priority. It is used after many ideas have been shared and discussed and it is now time to narrow the options. The name *Dotmocracy* is a play on the word democracy.

The simple version described below works well with small groups. To manage prioritizing in large groups, consider using the free downloadable handbook and forms that were created and popularized at: www.dotmocracy.org

RESOURCES

❑ Six small sticky dots per participant (all the same colour if anonymity is important). Green is a good choice, symbolizing "go" or "growth" to many people in Canada.

TECHNIQUE

DOTMOCRACY EXAMPLE

a. Prior to Dotmocracy, ideas or options should already be generated and written on individual cards or sticky notes. If a great deal of ideas were shared, they should be categorized into groups, ideally by participants, with the name of the category written near the cluster. These should be within sight of everyone.

b. Suggest or elicit criteria for determining which options should be made a priority, such as the most feasible to implement in the next six months.

c. Give each person a strip of six sticky dots (or another agreed upon number). Tell them they must use them all.

d. Invite everyone to take 5-10 minutes to review the ideas and place their six dots on the cluster of ideas they think fit the criteria best. They can choose to put one dot on six different clusters, put all six dots on one cluster to give it much more weight, or any combination they wish.

e. If anonymity is important, place the clustered ideas behind a screen or in another room and call a long break. Explain that the extra time is for taking five minutes at some point to place their dots on the clusters.

f. Ask one or two participants to count the dots (votes) on each cluster and write the number beside the category name. While that is done, ask the others what they notice? Which clusters seemed to have the most dots? What surprises you?

g. Ask another one or two participants to reorganize the top five or ten clusters, according to those with the most dots (votes) on top and those with the least at the bottom.

h. Ask the group, "What should we do next to make a final decision?"

They might feel the options were not thoroughly understood and require some clarification from group members on the spot. Encourage the group to make a commitment to action, even if it is to gather more information about the top three choices and meet again at an agreed upon time.