**Agenda**

|  |  |
| --- | --- |
| **Timing** | **Workshop elements** |
| 60 min | Share and celebrate |
| 30-40 min | Complete the project (only if outstanding activities) |
| 20 min | Comfort break |
| 40 min | Sustain the gains |
| 30 min | The Way Forward |
| 30 min | Reflect and Close-out |

|  |
| --- |
| Timing is a guideline only. This **facilitation guide** is only a summary of the steps. Completing the online guides on the World of Impact platform is crucial for fully understanding the rationale behind each section, as well as its key points and practical tips. |

|  |
| --- |
| **Share and celebrate (60 min)** |
| **1. Opening** to set the tone that today celebrates success and learning.   * **Welcome** team members, Challenge Strategists, and other leaders to the Workshop and share the objectives and agenda. * **Check-in** - Use a positive and inspiring check-in question. For example, share one thing that surprised you about yourself in the past 100 days - a small discovery, a moment you savoured, etc.   **2. Listen** – Ask stakeholders in the room (from outside the team) to take notes during the show & tell:   * + Questions to ask afterwards   + Team practices to try in other parts of the organisation   + Suggestions for the team   **3. Show & Tell** –In the midst of all the creative work the team has done to present their experience, make sure the team touches on the following:   * The 100-Day goal * Progress towards the goal * Other achievements the team is proud of * Problems encountered and how these were handled * Innovations the team tried - and what they learned from these * Personal shifts and transformations - how team members were affected by the experience   **4. Reflections and Comments**   * Invite others in the room (leaders and possibly members of other 30-Day teams) to comment on what they heard: what surprised them? What inspired them? Where do they see the possibility of replicating some of what they heard? What questions do they have * Offer your reflections on the experience supporting the team. Make these reflections about the team and not about yourself. |
| **Complete the project (30-40 min)** |
| 1. **Set the Stage:** Applaud the team's incredibly hard work over the past 100 days. And despite that, *"the team is eager to complete a few more tasks that will enable them to declare complete victory as they cross the finish line."* 2. Invite the team to **present the “Final Sprint” Plan** they developed in preparation for the Workshop. 3. **Invite the Challenge Strategist and Leaders to comment** on the plan:  * “Does this seem reasonable?” * “Are you OK with extending the team mandate by another x days?” * “Can you commit to the support they are requesting to complete their final sprint?” |
| **Sustain the gains (40 min)** |
| 1. **Set the Stage:** *"The team has done some thinking on what it will take to ensure that the gains they made in the last 100 days can be sustained and even amplified. They will present action recommendations to leaders. It may not be possible to make decisions on these here and now, but we'd love to hear initial perspectives on these from the leaders in the room."*      1. **Present Recommendations.** Invite the team to present the Sustainability Action Recommendations they developed in preparation for the Workshop. 2. **Solicit Feedback from the Leaders.** For each recommendation:  * What are your initial thoughts on this?" * "Is there a consensus or decision that the organisation can commit to this?"   + "If yes, who will be responsible for making sure it happens?"   + "If this requires more deliberation by leaders, when will you be able to get back to the team with a decision on this? And who will own this decision?"   4. **Consolidate and Scale 100-Day Challenges - ideas for the team**   * Assign a member of the leadership team as the "owner" of the change in behaviour, practice, or policy. This may naturally fall under the purview of someone on the leadership team, or it may need to be assigned to a specific individual. The "owner" will report periodically to the leadership team on how well the change is being sustained in the organisation. * Include a status update on the change in the company newsletter - to keep the issue visible to all staff. * Recognise and publicly congratulate individuals in the organisation who exemplify the new behaviours, practices, or policies. |
| **Map the Way Forward (30 min)** |
| * **Set the Context:**  *"The team will share their thoughts on where to go from here, in terms of additional 100-Day Challenges that will move us forward on our journey."* * ***Proposed Roadmap ahead*** *- Invite the team to present their thoughts on what to focus on next.* * *Follow-on 100-Day Challenge?* * *New focus area for 100-Day Challenge?* * *Multiple 100-Day Challenges at once?* * **Leadership Decisions:**  Invite leaders to have a conversation about the options proposed by the team. If a decision is made to proceed with one or more options, facilitate a conversation to decide on (a) a Challenge Strategist for each 100-Day Challenge and (b) the timing to get this underway. Leaders can also decide on team members for each 100-Day Challenge if there is time and energy. |
| **Reflect and close-out (30 min)** |
| 1. **Gratitude.** Thank the leaders for their engagement and for “agreeing to be on the spot.” 2. **Assessment of the 100-Day experience.** Use the mentimeter you created before the workshop to get feedback from participants on their experience of the 100-Day challenge. Questions to include:    * Rate your perceptions of the extent to which the three hallmark behaviours emerged in the past 100 days? You can use a scale from 1-5 with one Not changed and 5 being dramatically more:      + More intense collaboration      + Faster innovation?      + More disciplined implementation?    * *“To what extent would you recommend this experience to colleagues and peers invited to participate in a 100-Day Challenge?"*       + This is the Net Promoter Score (a method of using a single survey question to gauge satisfaction with a product or experience). Vote from 1 to 10, with 1 standing for: *“Are you kidding me? I’ll tell them to run to the hills…”* And 10 standing for *“I would recommend it wholeheartedly and with zero reservations”.*    * Write a short note to future 100-Day Challenge team members with advice to them.   **4. Workshop feedback** (5 min): Ask the team to complete the short workshop feedback survey to help improve your facilitation.  **5. Appreciations.** Ask team members to reflect (individually and silently) on specific things that others did during the 100 days that were over and above the call of duty and that they particularly appreciated. Find a creative way to have them share this with each other.  **Photo** - Take a group photo and photos of the flip charts in case these get lost. |