

A Discussion of Planning Techniques & Tips

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A grayscale background image of an open notebook. The left page is mostly blank. The right page features a hand-drawn sketch of a network diagram with various nodes and connecting lines. Some text is visible in the sketch, including 'TOO TIGHT' and 'TOO LOOSE'.

AGENDA

- **What's this Planning Stuff?**
- **Presentations**
- **Facilitation Techniques**
- **Collaboration Exercises**

**What's this planning
stuff?**



Group Communication

- **Why?**
- **Allows a diverse group of people to meet and find common ground in a limited time setting**

Group Dynamics



- The larger the group the more reliable it's judgement
- Larger groups are better at deciding between solutions



Group Dynamics

- Thus - Small to large group activities
- Small, focused activities allow for in-depth discussion and
- disagreement

*Be who you are and say what you feel
because those who mind don't matter
and those who matter don't mind*

Dr. Seuss

*How stakeholders think
requirement gathering works*



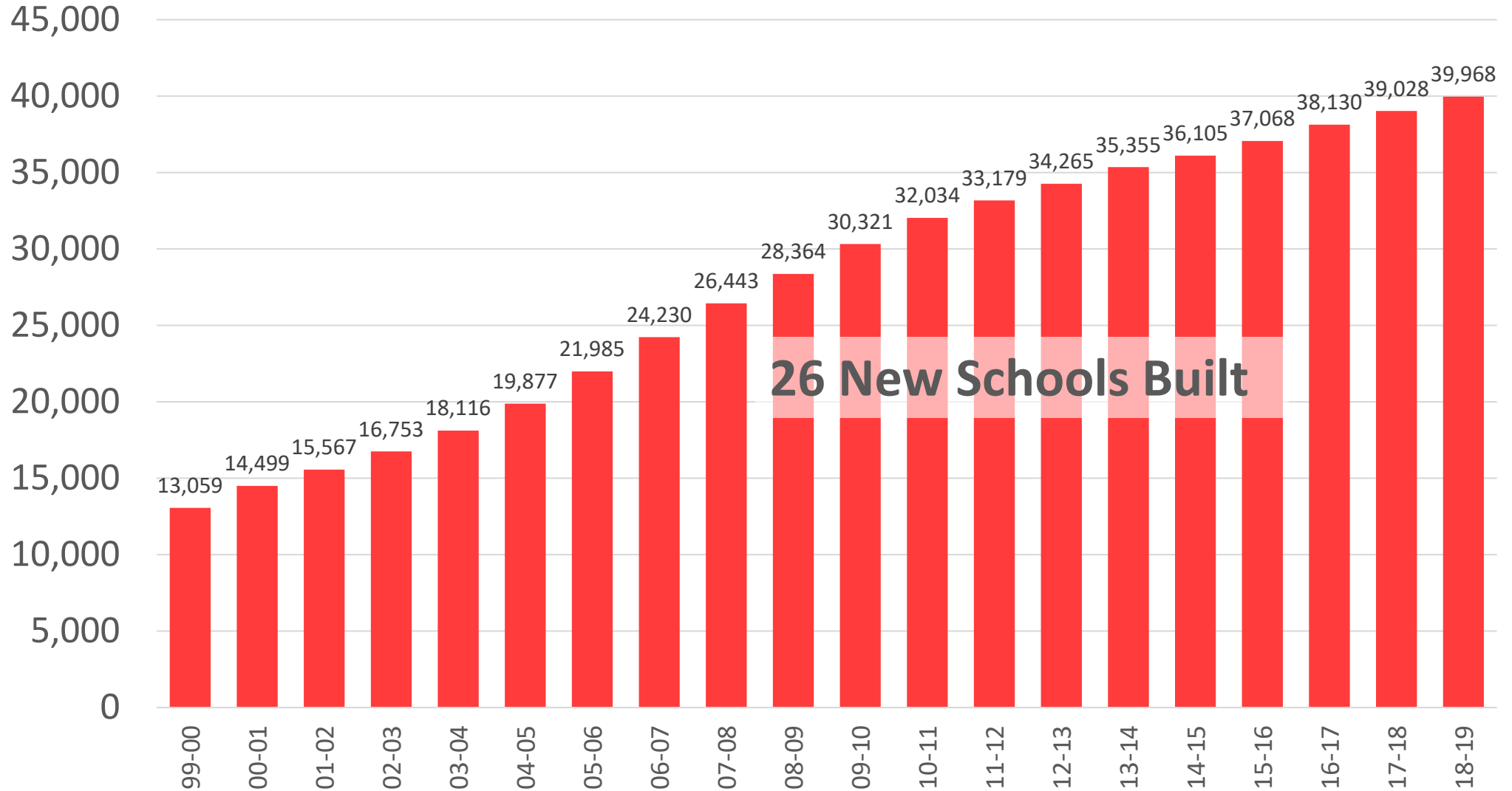
*How requirement gathering
really works*



Role of the Facilitator

- **Team Builder**
- **Captain**
- **Collaborator**
- **Mediator**
- **Disruptor**
- **Observer**

Leander ISD Enrollment Growth



**Describe your facilitation style - ex: Observer,
Captain, Collaborator, Disruptor, Mediator**

Plan to Plan

- **What Type of Input do you Want?**
- **Group Composition: Who to Invite**
- **Variety/Diversity is Key**
 - **Students/ Parents**
 - **Business People/ Community Members**
 - **District Staff**
 - **City/County Administrators**
 - **Instructional Leadership**
 - **Architects/Planners**



“Diversity and independence are important because the best collective decisions are the product of disagreement and contest, not consensus or compromise.”

James Surowiecki, [The Wisdom of Crowds](#)

Plan to Plan

- **Invitation to Participants**
 - 6-8 Weeks Notice
 - Schedule Included
- **Meeting Topic Order; One Idea must Build upon Another**
- **Time/Place/ Length of Meetings**
- **Room Set Up; Honor Communication Styles**



ROOM SETUP

Size of Group

Group Composition

Who's With Who

Talk, Listen, or
Participate

GROUP TYPES

Executive Committee

Topic Committee

Small Group

Large Group

Town Hall

Community

INTRODUCTIONS

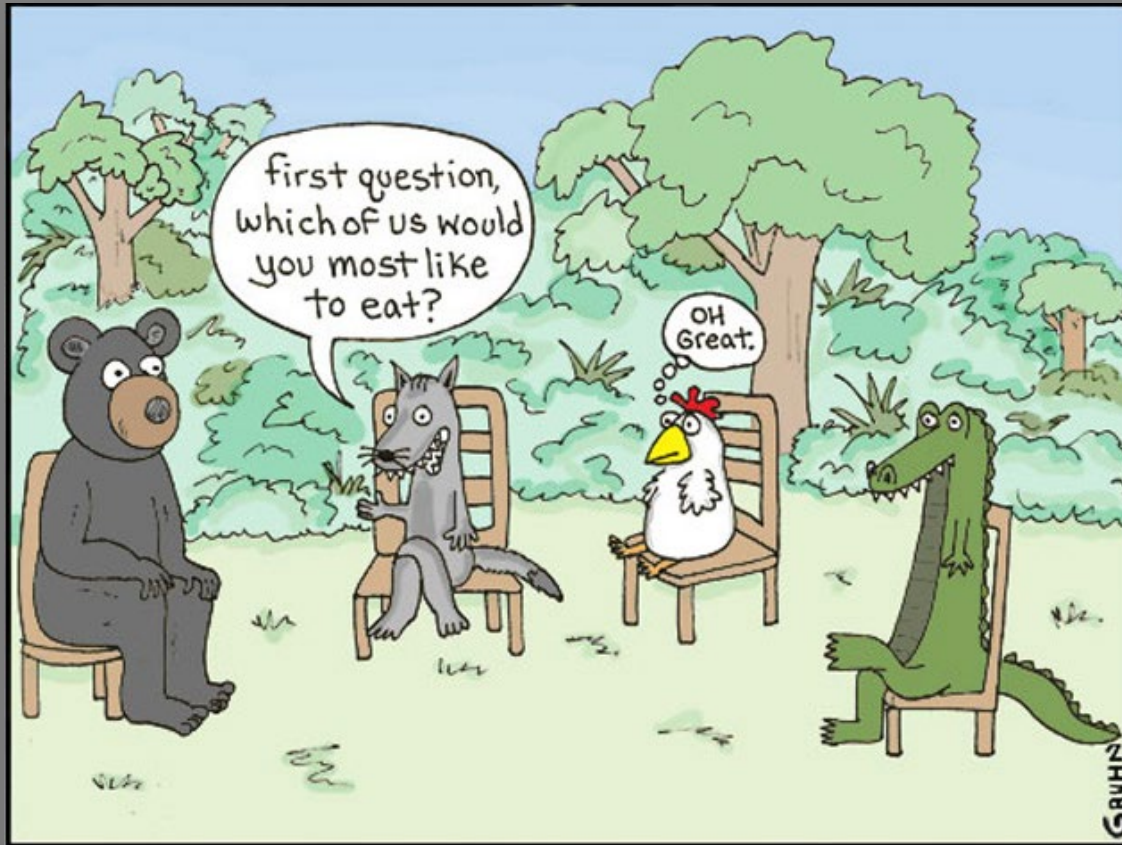
Name

Location

Role/ Title

Public/Private?

Ice Breakers



Ice breakers in the wild

- **Getting to Know You**
- **Creates a Comfort Level Amongst Participants**
- **Begins the Learning Process**
- **Allows the Facilitator to Gauge Interest and Group's Willingness to Work Together**

Marshmallow Challenge



In 12 minutes, build the tallest free-standing structure using materials supplied

Head of Nails



Balance the ~~12~~ 10 Nails on the Center Nail Head

Marshmallow Challenge



Solution Video

Head of Nails



Solution Video

Presentations

Informational

- **Inform, Inspire, Share, Clarify**
- **Start where your Client is At**
- **To Build a Common Language**
 - **Movie Night**
 - **TED Talks, Video Shorts**
 - **Books**





- **Sir Ken Robinson**

https://www.ted.com/talks/ken_robinson_changing_education_paradigms

- **TEDtalks.org**

- **Edutopia.org**

Group Sharing

- **Pecha Kucha**
 - 20 Slides X 20 Sec Each
 - Many Presenters in a Short Period of Time
- **“Where Learning Happens” Exercise**
 - Student Takes 10 phone photos of “Where they Learn Best”
 - Several Student Group Members Present Why they Prefer these Environments
 - Challenges Traditional Notions of Learning Spaces

Pecha Kucha Night at MOCA Jacksonville

20 X 20

IMAGES SECONDS

You're invited to show-and-tell night. Pecha Kucha (peh-chak-cha) Night is a presentation format in which work can be easily and informally shown. It originated in Tokyo in 2003 as a place for young creatives to meet, network and show their work in public. The name derives from a Japanese term for the sound of conversation “chitchat”. The presenters from a wide range of fields such as architecture, design, art, music, culinary arts, journalism and academia have 20 slides and 20 seconds to present each slide.

Pecha Kucha Night is an inspirational, organic, exciting addition to Art Walk, and we hope to see you there. To learn more about PKN, please visit our website at: www.pecha-kucha.org/cities/jacksonville.

Come join us and be part of the first ever Jacksonville Chapter Pecha Kucha Night.

Wednesday, June 4, 2008
MOCA Jacksonville - Downtown
7:00 pm - 8:20 pm Social
8:20 pm Presentations begin
Admission: Free
Cash bar available at Café Nola

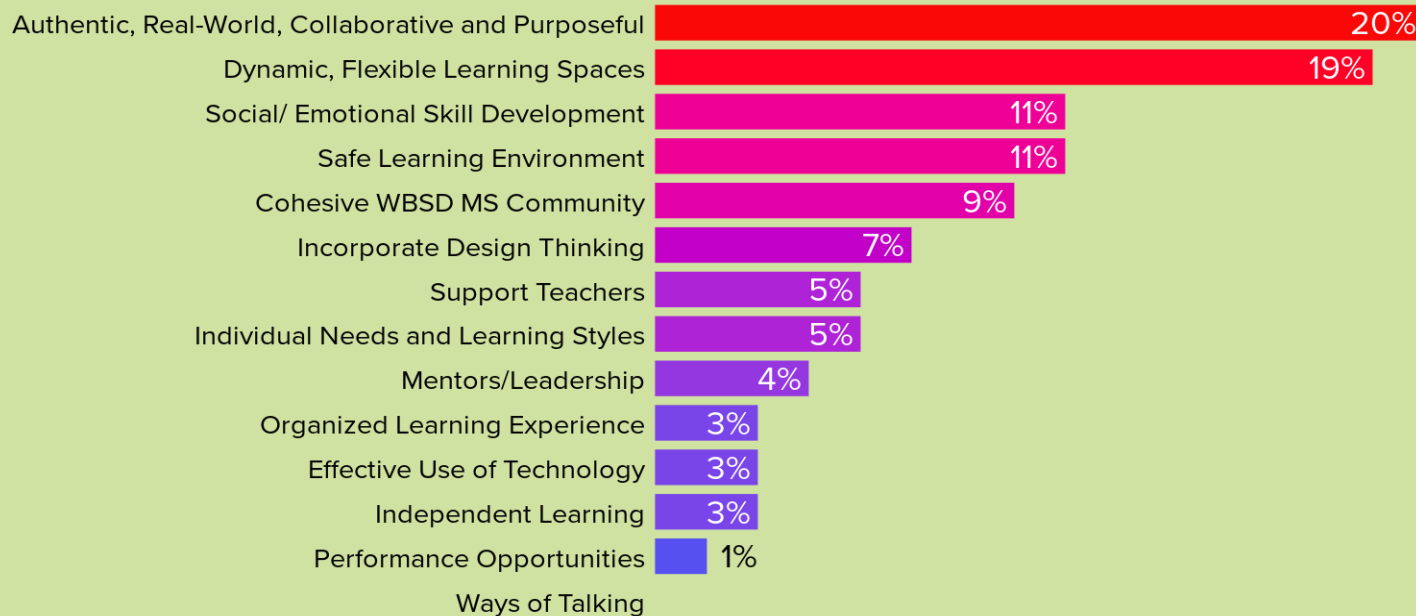


MOCA Jacksonville is funded in part by the City of Jacksonville; Cultural Council of Greater Jacksonville; the State of Florida, Department of State, Division of Cultural Affairs; The Florida Arts Council; National Endowment for the Arts; and through the generous support of our members. Pecha Kucha Night is devised and shared by Klein Dytham architecture.

MOCA
MUSEUM OF CONTEMPORARY ART JACKSONVILLE



Vote for your Top FOUR Big Visionary Concepts



Confirm & Clarify

- **Word Cloud or Graph**
 - Online or Text Polling
- **Table Traffic Discussions**
 - Utilizing Red/Yellow/Green Cards
 - Red: We Disagree; Yellow: We have Concerns - Let's Talk; Green: We Agree
- **Parking Lot**
 - Hot Button Items are "Parked" for Further Research/Sub-Committee Work
 - Sub-Committee Works On It and Reports Back to Larger Group

Facilitation

Facilitation Basics

- **Facilitator-Scribe-Go-fer**
- **Ground Rules**
 - **Organize for Civility**
 - **Focus on the Issue**
 - **One Person Talking**
 - **Parking lot/Honor point of view**
 - **Silence Gives Consent**
 - **One Meeting/One Conversation**
- **“Why? to the 4th” Gets to the Heart of the Issue**
- **Project Champion**





Tours

- **Virtual Tours**
 - Show what's out there
 - Variety of Schools/Communities
- **On Site Tours**
 - One-on-One Interaction with Other Educators
 - See Buildings in Action
 - Local vs Non-Local; Don't Tour Bad Examples
- **Sub-Committee Tours**
 - Report Back to the Larger Group



SurveyMonkey.com
because knowledge is everything



Other Input Modes

- **Online Surveys**
- **Google Sites**
 - Repository for schedules, notes, photos, etc.
 - Becomes a Project Work History Site
- **Online Polls**
 - In Meeting; Text Poll
 - Online; Web-Based

Vail School District HS and Preschool Planning 2018

[Committee Update](#)
[Committee Participants](#)
[Notes/ Presentations](#)
[Photos](#)
[Schedules](#)
[Resources](#)
[Sitemap](#)

11
days until
Bond Election

Join Our Discussion



Join the discussion on the
board below.

Vail School District HS and Preschool Planning 2018



Vail School District has begun the process of creating a new High School and Preschool Educational Specification. As a key stakeholder in our school community, you are cordially invited to participate in this important endeavor that will impact the future of education in Vail.

We realize time is a limited resource in your busy day, so we have made every effort to streamline each workshop and maximize our time together. This wiki site is designed to assist you in finding information quickly and efficiently.

Vail School District will be assisted by [Swaim Associates Ltd. Architects](#) and [thinkSMART planning inc.](#) in creating the planning documentation that will serve as the foundation for future high school facilities.

You have been invited to participate in this important High School Planning Committee because of your specific expertise in not only your subject or association, but because of your interest in the instruction of Vail students.

Messages



Interview Schedule 9-12-18 See interview schedule [HERE](#)
Posted Sep 12, 2018, 6:20 PM by Molly Smith



Meeting 2 Presentation Posted Please [CLICK HERE](#) to access the combined sub-committee reports.
Posted Aug 31, 2018, 10:21 AM by Molly Smith



Mtg 2 Agenda Added Meeting 2 Agenda for 8-29-18 added. Go to [Notes/Presentations](#) page under Agendas to download.
Posted Aug 27, 2018, 4:54 PM by Molly Smith

Collaborate

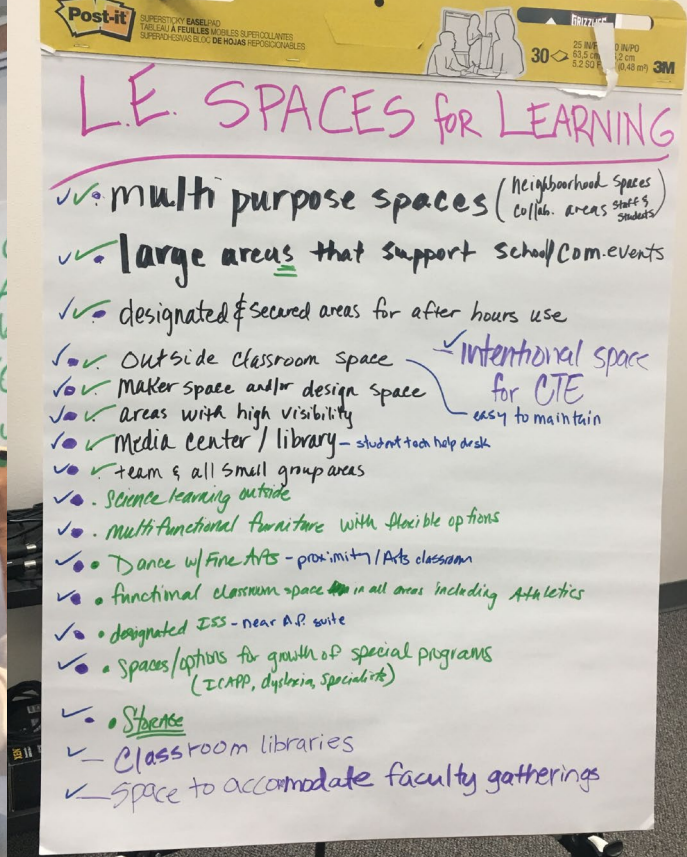
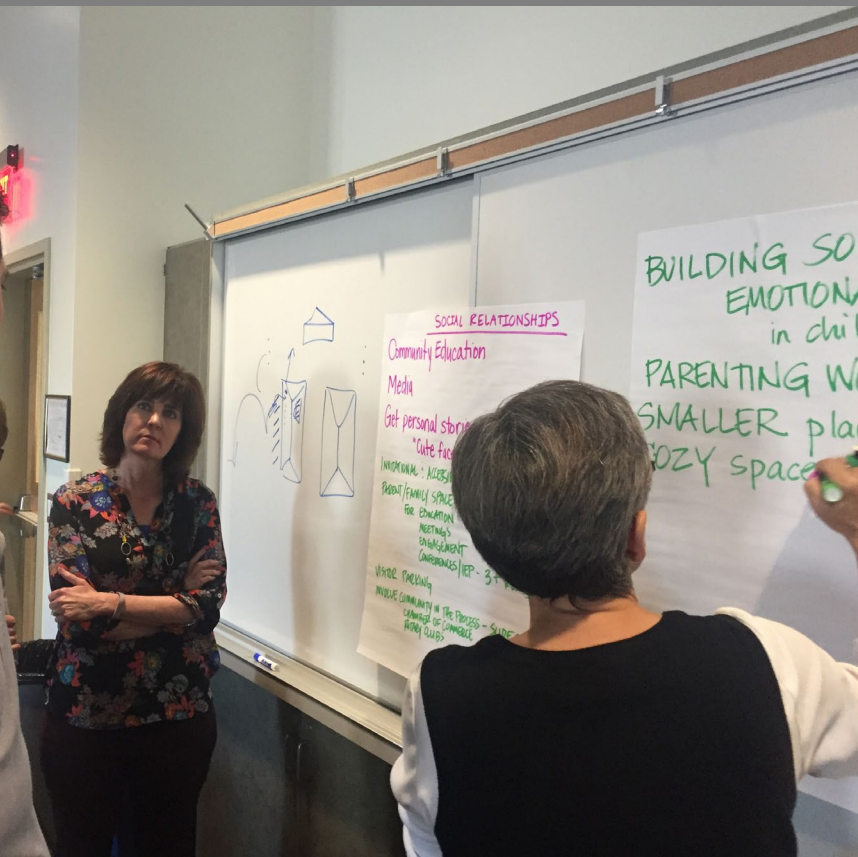
Input

• Carousel Questions

- 3-4 Stations Different Questions; Divide Group
- Different Pen Colors
- Write Ideas
- Rotate Stations;
- Check if You Agree; Add Ideas
- Report Out

• Matrix/Battleship

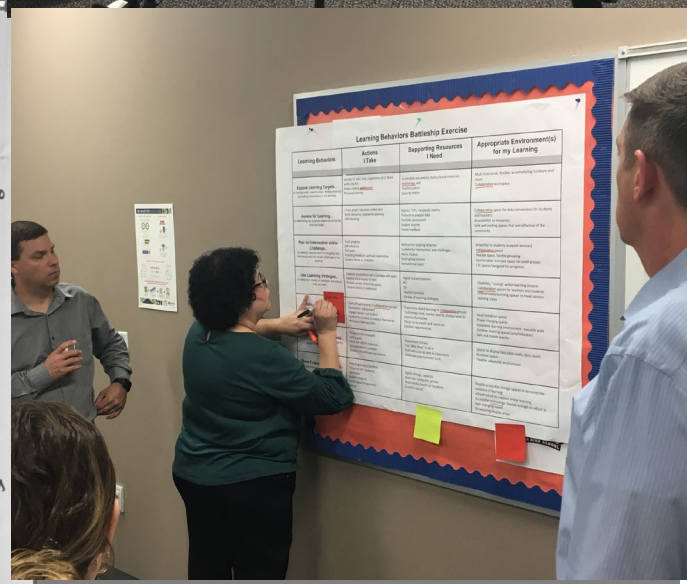
- Test Concepts and Vision
- Clarify District Work
- Go from Concepts to Concrete



Margaret Susan Ryan Erin Chris Joey

WBSD PORTRAIT OF A GRADUATE: 5 COMPETENCIES

	CONTRIBUTOR	CRITICAL THINKER & PROBLEM SOLVER	COMMUNICATOR	PERSONALLY RESPONSIBLE	FOUNDATIONAL SKILLS
STUDENTS	social emotional learning 3/4 5th 6th 7th 8th	create smaller pop in large school by grade or some factor ex. 6th Grade House		grp kids by teams in ELA/SS & then move into mixed grps in sc. & math	
TIME	After school / evening use - students / parent / community	common planning for cross-curricular More time per class hour creative scheduling			
SUBJECTS	addressing RW across content areas Bring in community	Instructional model focused on this Habits of mind - disciplinary lens	Ways of talking Focus on Rq requirement: 1st. speak in all subjects		Social emotional curricular
SETTINGS	Connectivity Outdoor spaces "maker" garden, Fabrication Kitchen lab spaces Meeting rooms Tech access	Tinker / Fabrication spaces Large enough class rooms T. collab spaces TECH ACCESS	Auditorium presentation rooms intr. rooms display work TECH Access charging stations	Culture, Norms expectations Study spaces	Activity, meditation spaces



Attitudes

- **Visual Survey**

- **Paste up Pictures from a Variety of School Styles on Brown Paper**
- **Organize by function**
- **Provide “Good” and “Bad” Examples**
- **Provide 1 Dot per Function**
- **Place Dot on Photo that Best Aligns with Your Vision of the District (not necessarily the fanciest)**
- **Write Comments on Paper**
- **Orange Dot for Concerns**



Visual Survey
Indicate which photo best aligns with your vision

Attitudes

- **Furniture Tours**

- **If a Local Vendor can Help by Bringing Furniture Samples...**
- **Include the Purchasing Agents from the School District**
- **Utilize Furniture in an Exercise (Role Play a Scenario such as a Middle School Discussion Exercise)**
- **Or, Utilize the Furniture in your Planning Workshop**
- **Have Group Give Feedback**



Attitudes

- **Taste Test**

- **An Exercise to Provide Information on Group Attitudes**
- **Pictures should Show a Variety of Moods and Situations**
- **Participants write out Comments and Scores on Neg-Pos Cards**
- **Photos are Arranged on a Scale from Most Negative to Most Positive**
- **Why? Is Discussed with Group**

Negative

Learning Places, Spaces & Faces
CES Workshop 3

Positive

Team Exercise

(Taste Test)

Learning Places, Spaces & Faces

Taste Test



0





















Function

- **Block Exercises**

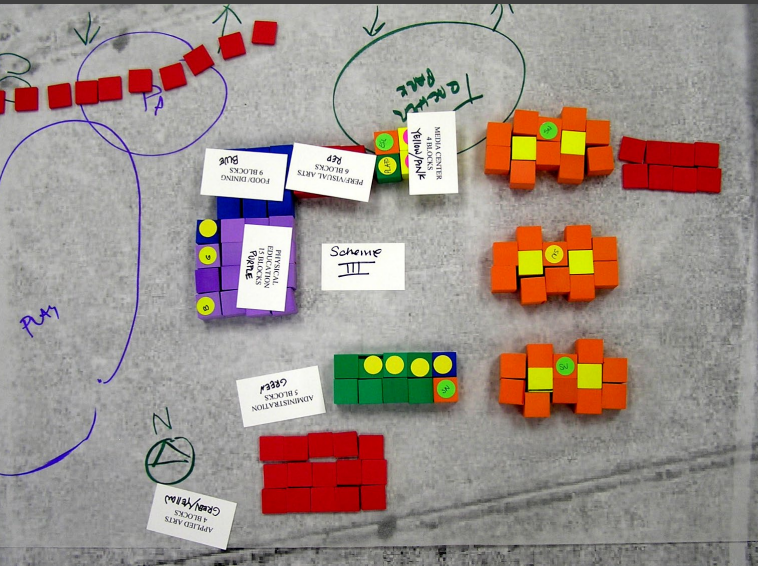
- To Assist the Design Team with Understanding Functional Relationships
- Use a Google Site Map 1"=30'
- Foam Blocks 1"X 1" @ 1:30
- Different Colors for Functions
- All Teams Have Same Colors
- Markers and Trace for Drawing
- Other Ideas (Outdoor Play, etc.)
- Teams Present Ideas/ Not a Floor Plan



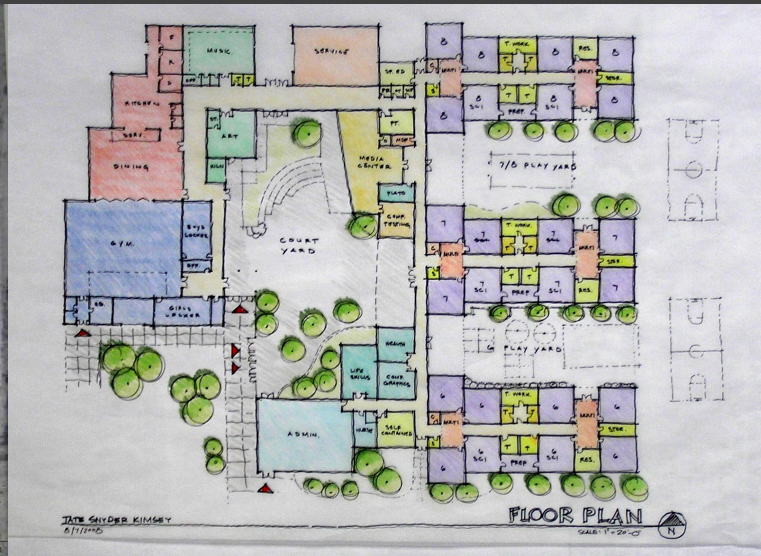
Function

- **Block Exercises**

- **Blocks allow Teams Flexibility to Make Circles, Squares, Stack (multi-level) – Variety**
- **Activity Is Structured but Provides Freedom – with Design Team Guidance**
- **Teams Report out and Describe “Pros and Cons” of Each Scheme – Allowing Designers to Combine the Best Ideas from Multiple Team Ideas**



Block Diagram w/ Big Idea: Courtyard



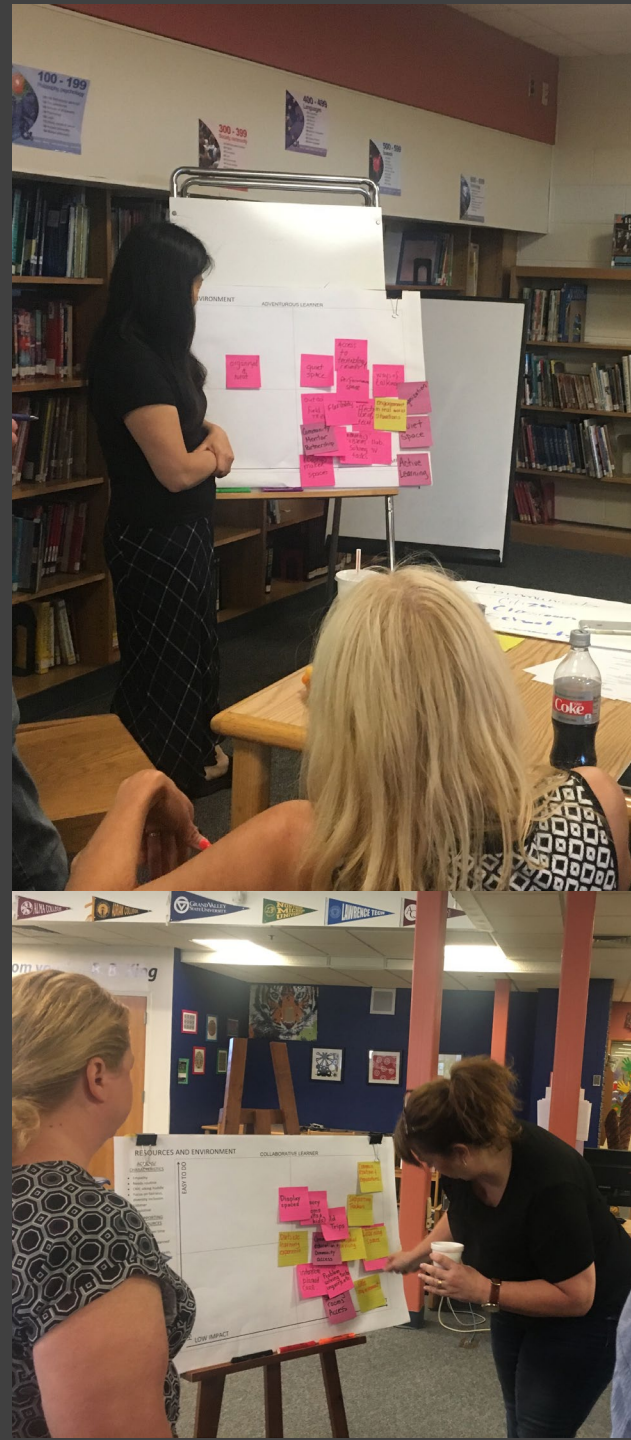
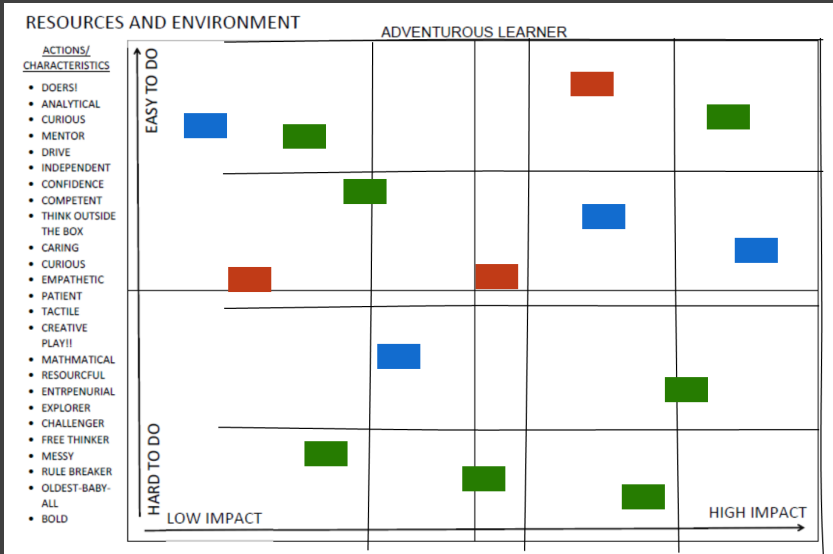
Concept Sketch w/ Courtyard



School w/ Courtyard at Lunch



School w/ Courtyard for Movie Night



Prioritize

• Priority Matrix

- Each Concept is Written on a Sticky Note and Placed on the Graph
- Graph Lines Determine Impact (Low to High) and Do-Ability (Hard to Easy)
- Debate is Limited by Allowing Team Members to Explain their Positions
- Priorities may be Created by Determining Most Impactful Concepts

Team Exercise

(Priority Matrix)

What top 3 ideas from today's A4LE discussion stand out to you?

Total Results: 0

Thanks for Sharing

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Jimmy Disler, Chief Facilities and Operations Officer
Leander ISD