A Discussion of Planning Techniques & Tips

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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
Role of the Facilitator

- Team Builder
- Captain
- Collaborator
- Mediator
- Disruptor
- Observer
Leander ISD Enrollment Growth

26 New Schools Built
Describe your facilitation style - ex: Observer, Captain, Collaborator, Disruptor, Mediator
“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

Workshop 1: Learning Context
Workshop 2: Learning Process
Workshop 3: Learning Organization
Workshop 4: Charette

Input
- Interviews
- Gather Research

Tours
- Virtual Tours
- Peer Facilities

Surveys
- E-Survey
- Take Home Website

Documentation
- Educational Specifications

01
02
03
04
05
06
07
08
Ice Breakers

- Getting to Know You
- Creates a Comfort Level Amongst Participants
- Begins the Learning Process
- Allows the Facilitator to Gage 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
Informational

- Video Examples

- Sir Ken Robinson
  [https://www.ted.com/talks/ken_robinson_changing_education_paradigms](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
**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
Other Input Modes

- Online Surveys
  - Repository for schedules, notes, photos, etc.
  - Becomes a Project Work History Site
- Online Polls
  - In Meeting; Text Poll
  - Online; Web-Based
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
• 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
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
Team Exercise
(Taste Test)
Learning Places, Spaces & Faces

Taste Test
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
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?
Thanks for Sharing

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