Inside the ABW Studio

[insert date]

Facilitation plan

# **Logistics**

Date: [insert date]

Length: [insert length]

Time: [insert time, e.g. 10 a.m.-12 p.m. (EST)]

Type: [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.]

Participants:

* Facilitator
	+ [insert name and title]
* Guest Speakers
	+ [insert name and title]
	+ [insert name and title]
	+ **…**
* Participants
	+ [insert name of organization or region] staff (potential total of [insert number])
* WebEx Support
	+ [insert name and title]
* WRI Project Team and Change Management Office (optional)
	+ [insert name and title]
	+ [insert name and title]
	+ …

# **Session outline**

| **Module** | **Time** | **Objective(s)** | **Process** | **Done by** |
| --- | --- | --- | --- | --- |
| *Welcome* | 10-10:1010 min. | * Welcome and set up session for participants
 | * welcome
* say a few opening remarks
* run over the agenda
* remind participants about the “raise your hand” or “chat box” features for asking questions [edit as required based on platform]
 | Facilitator |
| *Getting to know you* | 10:10-10:3525 min. | * Introduce guest speakers and allow them to give their overall impression of working in an ABW environment
 | 1. introduce themselves and what branch they work in
2. briefly let participants know what their overall impressions is of working in an ABW environment

*NOTE: Facilitator will monitor time to keep each speaker to 5 min.* | Guest speakers |
| *Rapid fire burning questions* | 10:35-11:1035 min. | * Address some of the concerns that have been raised by staff since the beginning of the project.
 | * ask each guest speaker at least one previously prepared question in a round table process
* questions will be pulled from feedback gathered over the course of the project *(see Appendix A for list of questions)*
 | FacilitatorGuest speakers |
| *Participants’ time–What do you want to know?* | 11:10-11:5545 min. | * Opportunity for participants to directly ask questions of specific importance to them.
* Gives participants a chance to address their lingering concerns directly.
 | * open the floor up to the participants to ask questions
* the process for asking questions will be through:
1. using the **raise your hand** feature [edit as required based on platform]
2. through the **chat box** feature [edit as required based on platform]
 | FacilitatorGuest speakersParticipants(instructions for [insert name of platform] features will be sent ahead of time to participants) |
| *Wrap-up* | 11:55-noon5 min. | * Bring closure to the session
* Highlight (if necessary) what is to be done with unanswered questions?
 | * thank guest speakers
* thank participants
* identify next steps (if applicable)
 | Facilitator |

# **Appendix “A”–Questions**

[insert questions pulled from feedback gathered over the course of the project. The following are examples of questions that might be gathered]

Q1. What were some of the biggest adjustments you had to make to your own behavior after moving to ABW?

Q2. What were some of the things you were concerned about prior to moving to an ABW environment that you look back on now and say, “Why was I worried?”

Q3. To help support working in an activity-based way, we have seen the introduction of a clean desk philosophy; lockers to house our personal and work related items; and the potential of having to reset a workstation to meet our ergonomic needs. What impact has all this had on your productivity levels?

Q5. Walk us through your morning and evening routines. How long does it take you to set up and pack up each day? Has that changed over time since moving to ABW?

Q6. Have there been any issues surrounding cleanliness? If so, how have they been addressed?