

Directions for a Visioning Process

The steps outlined in this table 'Multi Agency Team Visioning Process' provide a straightforward process for crafting a vision for your Team's plan.

Organize for Discussion

Directions

- Organize the Team for the discussion: appoint a facilitator, recorder.
- Have a reporter when replicating this process with smaller groups within a large group (more than 15 people)

Facilitator Tips

- Each group will need chart paper and markers
 - Each person will need several index cards.v
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Individual Reflection

Directions

Individual Reflection

- Facilitator asks each person, individually, to write down key words and phrases that portrays their values, beliefs, feelings about why it is imperative to solve and resolve problems cited in earlier steps – 5 Whys and SWOT.
- Ask each person to write down as many key words and phrases as they can, 'off the top of their heads', using as many index cards as they like, in 2 minutes. Watch the time, give the group a 15 second warning.
- Facilitator and recorder also participate

Facilitator Tips

- Stress that to start, this is an individual reflection, not a discussion.
 - Ask each person to think to themselves about his/her responses to the directions in the column to the left.
 - The purpose for the individual reflection is to get some words and phrases, offered without a lot of thought, for further consideration later
 - This individual reflection should move in a rapid-fire pace. Time for more thoughtful language comes later in the process.
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Individual Review

Directions

Individual Review

- At the close of the time limit, give these instructions:
 - ◇ Pass all of your card(s) to your right
 - ◇ Underline key words and phrases on the cards you receive that are compatible with, complement, enhance, or resonate with your own ideas for the Team's Vision
 - ◇ Continue one round of passing cards to the right – until you get your own card(s) back
 - ◇ Words on each card may be underlined multiple times

Facilitator Tips

- Stress this is, again, individual reflection, discussion will come next.
- This is intended to move at a pretty quick pace, about 3 – 5 minutes. It may be necessary to move people along.
- Facilitator and Recorder also participate
- As each person reads the cards passed to them, they should recall how another's words and phrases are similar to their own.
- If it comes up, discourage adding new or additional words at this point – that opportunity will come next!

Group Word Bank

Directions

- Recorder gets ready to write on chart paper
- Facilitator gives this direction:
 - ◇ “We are going to build a word bank of all the words/phrases from your cards to use in developing a Vision Statement”
 - ◇ “Review your own words and phrases from your cards”
 - ◇ “Which ones are underlined? Are there some underlined multiple times? Are there other words/phrases not underlined that still seem key to developing a Vision?”
 - ◇ “Are there additional words/phrases, not on your own or other’s cards that you want to contribute?”

Facilitator Tips

- Recorder writes down words or phrases as they are called out by participants.
- Recorder and Facilitator actively participate
- Recorder can write words in an orderly list or in a random fashion. It is not necessary to number a list.
- Minimize or discourage discussion or critique of any of the language at this point. That will come next!
- The outcome of this discussion is a list of individual words or phrases to use as a ‘word bank’ for the final Visioning discussion
- Once all key words and phrases the group wishes to contribute are listed, the recorder posts that chart to the side.
- The group may continue to think of key words and phrases that were not on the original chart during this discussion. That’s OK!

Team Vision Statement

Directions

- “As a group, we are going to take the words and phrases in our Word Bank and fashion them into sentences for our Team Vision Statement.”
- “What are your ideas about how to put words and phrases from the Word Bank together to create a sentence or two that conveys a Vision for our Team?”
- Continue this discussion until there is consensus* that the statement(s) embraces a shared Vision for the work the Team will accomplish in the quest for an effective, multi agency transition process
- Write the Team’s Vision Statement on a clean sheet of chart paper and keep it to refer to later

Facilitator Tips

- Recorder writes suggestions on a new piece of chart paper
- As a sentence starts to take form, encourage people to expand on the words and phrases in addition to those in the Word Bank
- Encourage people to propose sentences, starting only with the words and phrases from the Word Bank. Don’t be too rigid about ‘no new language’ however. The discussion will unfold more efficiently if the Team starts out with a smaller pool of words.
- A sentence or two in a more finished form will be easier to edit and ‘word smith’.

*See the section titled “Group Process Tip: Coming to Consensus” for more information.