

Co-design Workshops Plan

Co-operative membership research project, North Kensington

Before the workshops:

Email: Community researcher to send co-design brief, PIS and consent forms to the participants

Phone discussions: Community researcher to call participants

- Introducing the project: we want to get inspiration and generate ideas together as to how we can make energy co-operatives like CEN more attractive
- Explaining the timeline: we will have two co-design workshops, compensated + date/time, make sure people are available for both workshops
- Arranging participation: Dietary requirements, childcare, transport costs, language barriers, any other barriers?
- Go through ethics form and consent form (consent form to be signed on the day)

First workshop – 2.5 hours

Stage 1: Immerse and Align

Aim: to build safety and connection and to build shared understanding about the purpose of the project and how to work together.

Time	Activity	Materials & Facilitator
10'	People arrive – talk about consent – give co-design brief and get consent forms signed	Co-design brief Consent forms
15'	Welcome, introductions & icebreaker <i>Aim- to make everyone feel at ease, to build safety and connection</i> Introductions – what is your favourite place to hang out? What's your name and what does it mean/ where does it come from?	Nasri, Eva facilitating
5'	Explain purpose of co-design (brief) and constraints <i>Aim- to introduce project & build shared understanding</i> Co-design brief: introduction of co-ops, research project and co-design, criteria for our design	Eva presenting
10'	Develop values and norms for co-design	

	<p>Aim – to build shared understanding – values and norms which enable brave conversations</p> <p>Activity: ground rules for how we can work together? Finding different ways to participate</p> <p>Start with some basic rules – Repowering values, rules – <i>we start with 2 or 3 essential ones and they can add to this.</i></p> <p>What makes helps you work together in a group? What should we avoid?</p>	<p>Nasri, Eva facilitating</p>
BREAK (10 minutes)		
1 hour into workshop		

Stage 2: Discover

Aim: to build understanding of what we know about the problem. Develop insights that everyone agrees on from the data to inform our design. This is the strength of design as a process – getting these insights. Preparation beforehand is crucial.

Time	Activity	Materials & facilitator
5'	<p>Insights gathering</p> <p><i>Step 1 – Break people down into groups of 2 or 3 with a facilitator</i></p> <p>Group discussion to warm up: Think of ways you feel a part of in your community?</p> <p>This could be a sports club, faith group, supporting neighbours, participating in a social media group, being part of a community organisation, being part of a parents' or schools' group, fundraising e.g. raising money for Red Nose Day or some other charity.</p> <p>Talk about these different roles. Get everyone to choose one role – one most involved in now or in the past.</p> <p><i>Step 2 – We come together on one big table, background music, people have a big sheet with the prompts and post-its.</i></p> <p>Brainstorm: Think about the role you chose as an example. What was your journey in this role? We alternate between individual notetaking and sharing as a group.</p> <p>Prompts:</p> <ul style="list-style-type: none"> • Getting Involved <ul style="list-style-type: none"> ○ What gave you the idea to do this? ○ How did you get involved? 	<p>Nasri, Eva with one group each taking notes</p> <p>Anna, Nayim moving around</p> <p>Eva facilitating</p> <p>A3 sheets with prompts</p>

	<ul style="list-style-type: none"> ○ What motivated you at first to participate? • Being involved <ul style="list-style-type: none"> ○ What did you do? How much time did you spend? How long did you stay involved? ○ What made it meaningful, rewarding, valuable? ○ Did your role evolve and change over time? If so, how? ○ If your role didn't change – why didn't it? Would you have liked it have changed? Would you have liked to have got more involved and taken on more responsibility? What got in the way? ○ What does taking on more responsibility mean or make you think of? • Challenges & Support <ul style="list-style-type: none"> ○ What made it challenging? At what stage(s) in your journey? ○ Did you get any support? ○ Would you have liked more support? ○ What do you think you can bring to your community? 	
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BREAK (10 minutes)
2 hours 10 into workshop

20 mins	<p>Immerse co-designers in insights Aim: to allow co-designers to learn from the research we have already done</p> <p>Group discussion</p> <p>Need to group insights from group discussions</p> <ul style="list-style-type: none"> • What are the motivations to participate? • What are the enablers of participation? • What are the barriers to participation? 	<p>Eva, Nasri facilitating, Anna taking notes</p> <p>Flipchart paper on wall:</p> <ol style="list-style-type: none"> 1) Barriers 2) Enablers
15 min	<p>How do these change over the standard journey below?</p> <ul style="list-style-type: none"> • <i>First time you heard of it?</i> • <i>First time you did an activity?</i> • <i>Regularly participating?</i> • <i>First time you took on responsibility?</i> 	<p>Post it notes</p> <p>Long roll of paper</p> <p>On the roll of paper, write 'awareness' 'first activity'</p>

5 mins	Wrap up – summary and recap of findings	‘regular participant in activities’ ‘first organisational responsibility’
10 mins	Evaluation Ask participants to fill out evaluation survey	

Second workshop – Saturday 4 May

Stage 3: Design

Should build on inspiration, not start from scratch. Need advance preparation about what works or not.

Time	Activity	Material
15 mins	<p>People arrive, learn about co-ops and find out what they will be designing</p> <p>Activity: people arrive – Anna greets them, reminds them about ethics, tells them about the purpose of the workshop.</p> <ul style="list-style-type: none"> • Hands out coops flyer (explaining one form of organisation, duties, functions, powers) • Quick explanation and can ask questions. • We hand out volunteer journey to show what we’ll be producing today • We have a table with a big roll of paper and post its, pens, stickers around it where we will be co-creating the journey of co-operation • Before creating the journey, participants will have to discover what being involved in a co-operative currently looks like, working in pairs and moving around the room tables. • They can use their notebook and a blank storyboard to help them start thinking about what they will add to the journey 	<p>Coops handouts</p> <p>Copy of Scouts volunteer journey as an example</p> <p>Storyboards</p>
1 hour	Discover & design tables	4 tables

	<p><i>Aim: to discover insights from the last session and use them to provide design ideas for the journey of cooperation</i></p> <p>Activity: 4 tables are set up themed around the stages of the journey of being involved in a coop – the journey of cooperation. These stages are: first activity; regular participant; taking responsibility; taking a formal management and leadership role.</p> <p>Each table is facilitated by a Repowering team member. Participants work in pairs or 3s and go around each table. They spend 10 minutes at each table, thinking about how they would like participation to look like at each stage. They can take notes in their notebook. They can also start adding post-its to the journey of co-operation, a long roll of paper stuck on the wall.</p> <p>Each table will have a set of activities cards relevant to that stage. These cards will describe the activity and what responsibilities and expectations come with it. These are based on Repowering Coops’ existing activities (there will also be blank cards for people to fill in). At each table facilitators try to get people to think about: <i>What would motivate and support you at this stage? How might we make volunteering family-friendly? How might we create a sense of belonging for volunteers / members so everyone feels welcome and part of the coop? How might we create a culture of respect and recognition? How might we enable participants to learn new skills or new knowledge or gain a qualification? (insights from previous session)</i></p> <p>Nayim & Anna keep time. Ensure that everyone moves every 10 minutes.</p>	<p>4 table names with stages of the journey 4 table clothes different colours Activity cards A3 sheets with questions Insights from research relating to questions in forms of “how might we” questions. Post-it notes Copy of investor offers</p>
20 mins	<p>Feedback ideas to the group <i>Aim: for everyone to hear about the different ideas that have been generated</i> Each table facilitator feeds back ideas that have been developed at their station. Éva re-introduces idea of membership, what are rights and responsibilities and poses the question about where does membership fit in this process?</p>	
15 mins	BREAK 1h35 minutes at this stage	
1h25	Generate a collective storyboard, a journey of cooperation	Storyboard handout

	<p><i>Aim: to create the full journey of cooperation from the eyes of one participant from first activity to moving to another stage.</i></p> <p>Participants and facilitators come together to create the journey of co-operation based on all the insights generated at the different tables. They use the long roll of paper to add post-its, text, drawings etc.</p> <p>Facilitators help making sure all conversations at their tables are reflected in the journey, and that the different steps become clear as we progress.</p> <p>Once we have enough post-its on the roll of paper, the lead facilitator sits everyone in a circle and we consolidate the ideas into one journey as a whole group. Conversation can be facilitated by doing rounds, and we finish when there is a consensus about the journey.</p> <p>Creative exercise: what metaphor will we use for the cooperation journey?</p>	<p>Pens</p> <p>Example storyboard</p> <p>Big Post-its</p>
2h20	<p>Evaluation</p> <p>Payment - remember to warn about benefits and tax implications</p>	