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| **Kick-off-Workshop with the team (proposal 3-4 hours)** | | | |
| Share the idea  (25 min.) | Discuss the implications  (60 min.) | Prepare implementation (90 min.) | Decide what to do (30 min.) |
| Why are we here today? (10 min.)   * Where the idea came from. * Why you think it is relevant to your organisation. * What you want to get out of the workshop: test the idea and find out if it is workable. * Processes of the workshop. * Questions?   What is empowerment? (15 min.)   * More detailed introduction to the concept. * Questions from participants to understand the concept. | How does the idea resonate? (15 min.)   * Initial reactions of your team? * What are previous experiences with empowerment and service user involvement?   For what challenge could service user involvement become a solution? (45 min.)  Brainstorming in the *plenary*: Identify the challenges to your organisation (10 min.).  Detailed discussions in *pairs or small groups* (20 min.):   * Is user involvement obstructive or conducive to this? * What are the implications? Is it worth a try?   Report out to *plenary*, conclusions (15 min.). | Can we make it work?  *Group activity*: Play through one or two scenarios. (45 min.)   * What goals could be achieved by involving service users? * What level of involvement is possible and reasonable? * What are the strengths, weaknesses, opportunities, threats? * How could you make it happen? Next steps. * What would it take? * What would that mean for your work?   *Plenary (45 min.):* Report your findings and discuss. Can we make it work?  Brush against the grain: Take the perspective of your service users and ask yourself how your results affect them. | Should we move forward? (20 min.)   * If we move on, which areas should we focus on? By when? By whom? * Who needs to be involved and how? * What do we need as staff? * What are the criteria for a successful (pilot) project?   Summary of actions and session close-out. (10 min.) |
| Methods: plenum, presentation, questions of understanding. | Methods: plenum, moderated discussion, group work. | Methods: group work, plenum, moderated discussion. | Methods: plenum, moderated discussion. |
| Resources you could use:   * Empowerment Handbook for background information. * Guidebook for Empowerment Training for ideas on how to work with empowerment and action learning.   You can download all these resources: www.sempre-project.eu/roadmap/resources | Resources you could use:   * Small guide: How to create an open discussion? (Tool 2.2) * SEMPRE Thermometer to capture the mood. (Tool 2.3) * Group Work I: For what challenge could service user involvement be a solution? (Tool 2.4) * Alternative Group Work I: Force-field analysis tool. (Tool 2.8, external link) * Tools from the Empowerment Handbook for finding needs and problems like “Problem Tree”. (www.sempre-project.eu/handbook/resources) | Resources you could use:   * Group work II: working with scenarios. (Tool 2.5). * SWOT Analysis. (Tool 2.8, external link)   - Empowerment Handbook for ideas on how to perform service user involvement. (www.sempre-project.eu/handbook)  - Guidebook for Empowerment Training for ideas on what to learn for implementing empowerment/service user involvement. (www.sempre-project.eu/training) | Resources you could use:   * Stakeholder Analysis. (Tool 2.6) * The Design Star. (Tool 2.7) |
| Documentation and evaluation of the workshop (15 Min.) | | | |

Download this table and other tools: [www.sempre-project.eu/roadmap/resources](http://www.sempre-project.eu/roadmap/resources)   
Descriptions of other tools can be found in the Organisational Roadmap: [www.sempre-project.eu/roadmap/](http://www.sempre-project.eu/roadmap/)