Change Laboratory Session Planning Sheet: Overview and Session 1

Overview

- Team set up in MS Teams/Zoom
- Google Drive folder set up with Jamboards for note taking

Session Zero/Standing Items for SY prep/post sessions

- Identification of suitable mirror data for each session: literature; empirical data; personal experience from group
- Room booking/audiovisuals/tech
- Facilitation support – prep sessions / actual lab sessions

Change Laboratory Session Planning Sheet Session No. 1					
Confirm confidentiality / agreement at start of each session.					
Appoint scribe and note-takers (main plus breakout groups)					
Diary feedback					
Log of change and challenges: review					
Populating activity system model – charting of any reflections since last time					
Main purpose of the session in the cycle of expansive learning: recap previous session and focus for this session					
Time/length	Phase of CL: Session 1	Who is doing what? Small or whole group	Activity	Tools, Mirror, 2nd Stimuli	Themes/Note taking
1400/0-15	Introduction	Whole group	Admin – confidentiality Introductions: • Anyone missing from session • Survey		
1415/15-30	Overview	Whole group: SY presenting	Study overview and session 1 • **Powerpoint presentation**		**Jamboards** 1. Overview board 2. AT Framework for reference 3. Activity 1: Mirror data 4. Activity 2: Historical matrix 5. Activity 3: Actions for retrospectives 6. Regroup and feedback
1430/30-45	Activity 1	**Breakout rooms: 2 groups** Mirror Data discussion	- What elements of the mirror data resonate with you? - How are things different in different places or with different people/teams? - What challenges do people face in the system?	Mirror data notes capture on Jamboard	**Mirror data**

1445/45-60 10+5 min	Activity 2	**Breakout rooms: 2 groups** Identify a spokesperson to feedback Feedback: • Capture **two** key points from Task 2: What have we identified?	• How have things changed over time?	**Historical Matrix** - **Note takers to complete – google drive?** - Participants can also add to Jamboard	Populating activity system model?
1500/60-70	Break	10 min break			
1510/70-90 15 +5 min	Activity 3	Actions for retrospectives • Capture **two** key points from Task 2: What/where are the tensions?	What are the tensions the in system What are the needs? • What do you like about how the system/people work now? • What questions are unsolved? – does the group have any suggestions for solutions? • What are the risks of change? • What would the ideal situation look like? • What would help move things closer to ideal without losing things you like, and avoiding risks/things without solutions? • What actions would you prioritise if you were 'in charge'?	**Jamboard**	
1530/90-105 10+5 min	Regroup	Whole Group Review of the process - How was it to do this work? • Capture **two** key points from Task 3: Review of the process.	Are there any other thoughts to capture re the Activity Systems model? • What was most challenging? • What was easier? • Any other thoughts? How did you find this CL experience? • What was helpful/worked well? • What was less helpful?/worked less well?	**Jamboard**	
1550/105-120	Wrap up	Explain what happens next and thank everyone for their time and input	Diaries Date of next session:		Researcher reflection on session and planning for next session • What have we identified? • What are the tensions? • What about the processes? • Diary send out/prompts

Participant tasks for next session	Reminder to experiment with ideas – offer of help Diaries Resources Close session
For facilitators attention:	Add outputs/research data to Teams Future sessions: