



PHYSICAL  
moderator  
cards

# Welcome and overview

2 minutes

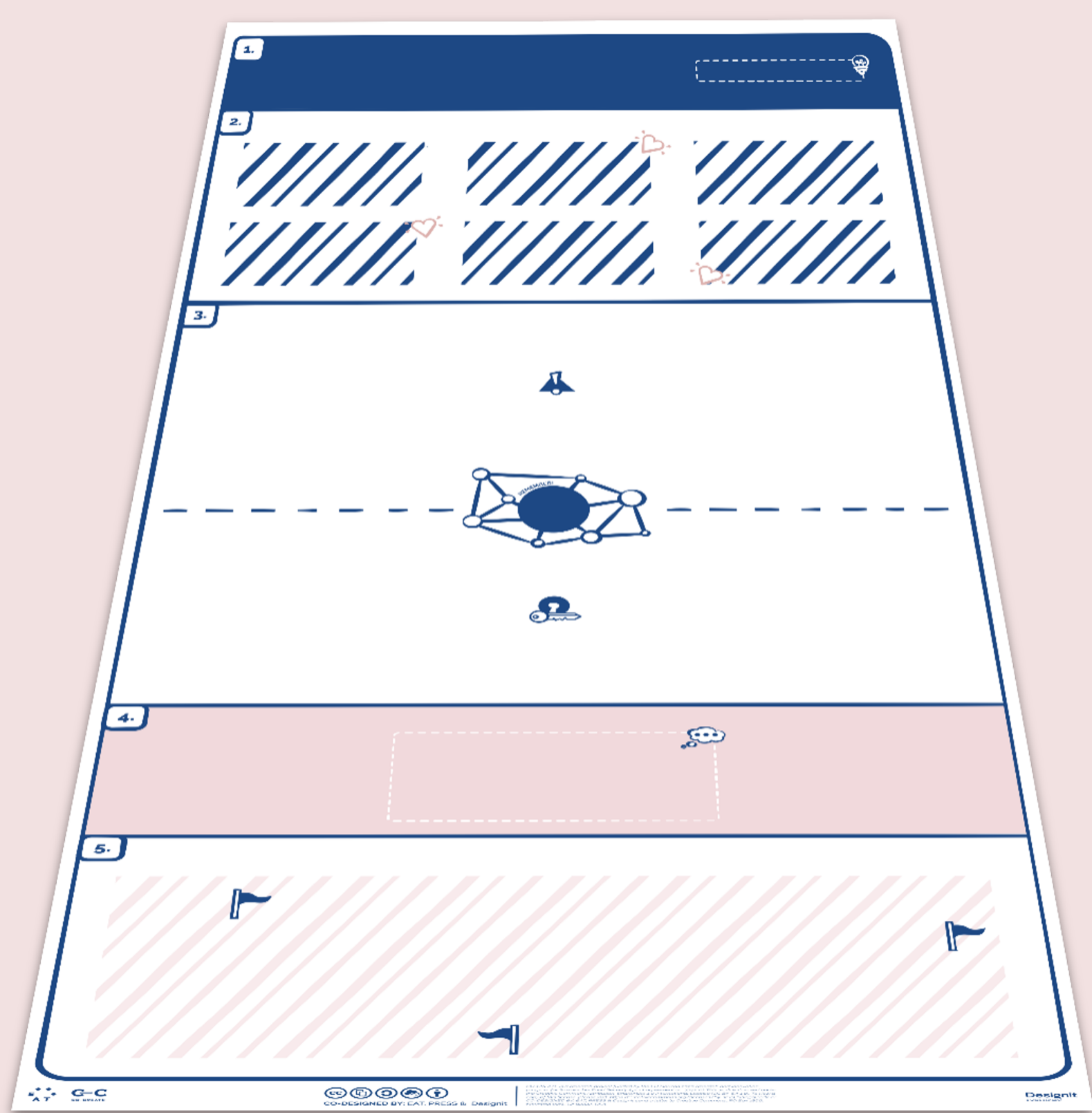
**Goal:** Welcome participants and give a short introduction of tasks

## 1. Welcome participants



*1. My name is \_\_\_\_\_ and I will be your moderator today. Today, we will connect with others, discuss an idea, and collaborate on actions.*

## 2. Point to canvas & cards



*2. Together, we will go through 5 activities in two hours:*

(Point to numbers on the canvas with corresponding cards)

- 1. Get to know each other a little better,*
- 2. Explore why we care about this idea,*
- 3. Look at obstacles and opportunities of the idea*
- 4. Identify relevant factors the idea needs to consider;*
- 5. We will identify actions everyone can take, and actions each of you can do to create progress.*

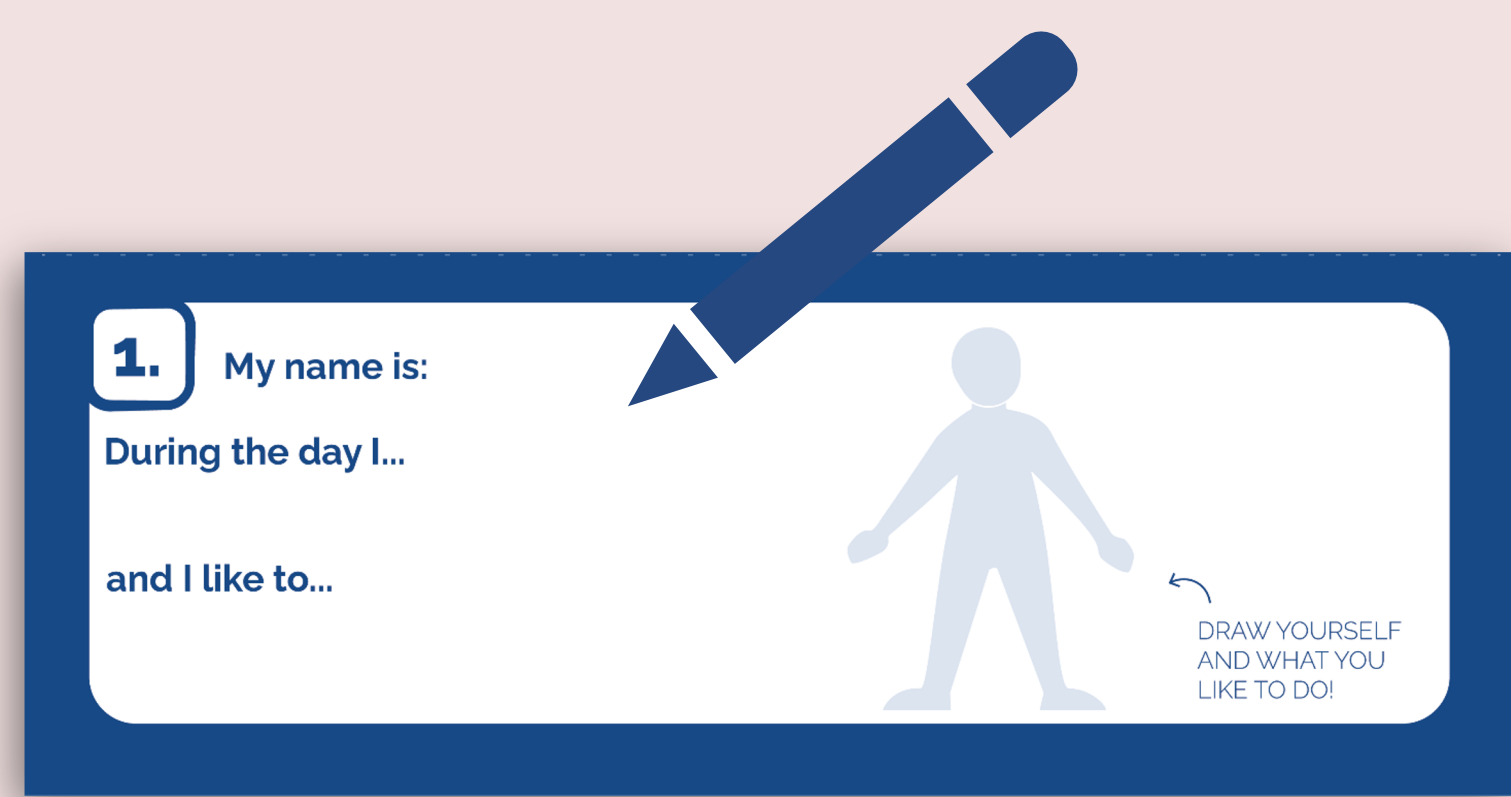
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# Task 1: Who we are

10 minutes

**Goal:** Get to know each other and create a safe space

## 1. Fill card #1



*Before we jump into the discussion, let's get to know each other a little better.*

(Introduce card #1)

- 1. Fill in card #1 - spend 3 min.*
- 2. Let's introduce ourselves. (Do a round of sharing).*

## 2. Introduce yourselves



2



The idea

2 minutes

Goal: Review the idea & keep all perspectives in mind

1. Review the idea



1. *Let's review the idea before moving forward.*

(Read idea card out loud & ask if they have questions)

2. Encourage different perspectives



2. *While we go through this dialogue, I want to encourage you to consider all factors that might impact or influence the idea, as well as the perspectives that may be different from yours. Think big and small, local and global.*

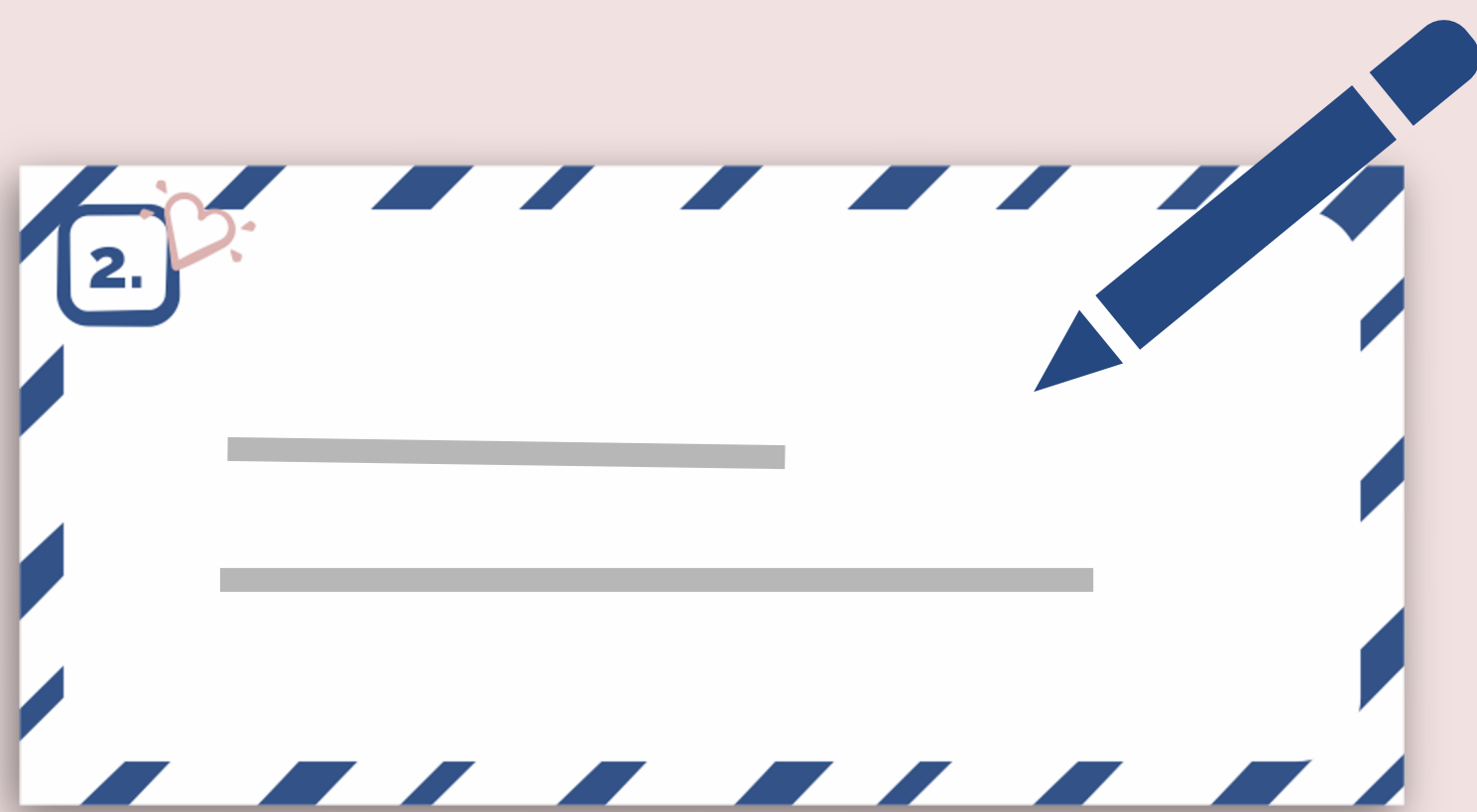
*The point of this dialogue isn't to try and solve a complex problem in a day, but to discuss, collaborate, learn from each other, and take action!*

Task 2: What we care about

10 minutes

Goal: Understand each others point of view

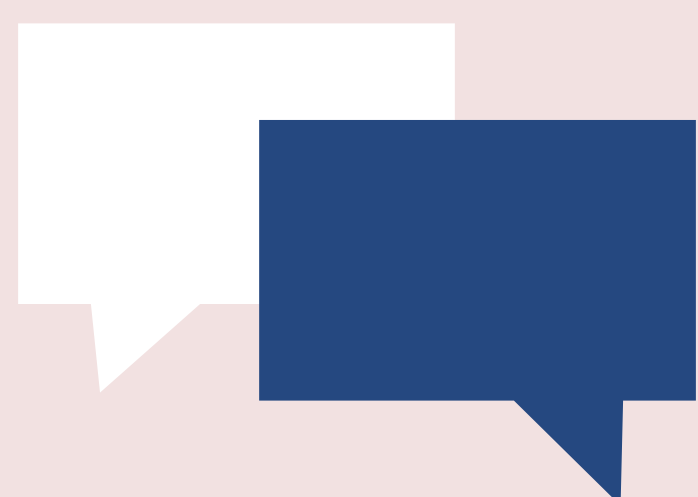
1. Reflect & fill



*You are in this dialogue because there is something about the topic or issue you care about. Let's share why this is important to us from our individual perspectives:*

1. *Reflect individually and fill card #2 - spend 3 min.*

2. Share & place



1. *Now let's share. Place your card in the canvas after presenting. (Do a round of sharing)*



Task 3: Obstacles and opportunities

20 minutes

Goal: Explore the idea from different perspectives

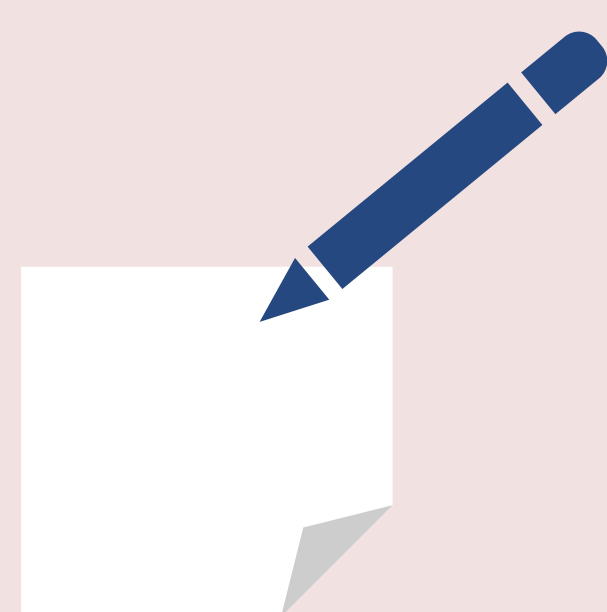
1. Write



2. Share & bingo



3. Address remaining obstacles



*To explore the idea from different angles, let's identify the obstacles it needs to consider and the opportunities it presents.*

*1. Write as many obstacles and opportunities as you can on sticky notes. One point per post it; keep them to yourself – spend 5 min.*

**(Obstacles** can be: barriers or problems, etc.)  
**(Opportunities** can be: solutions or improvements, etc.)

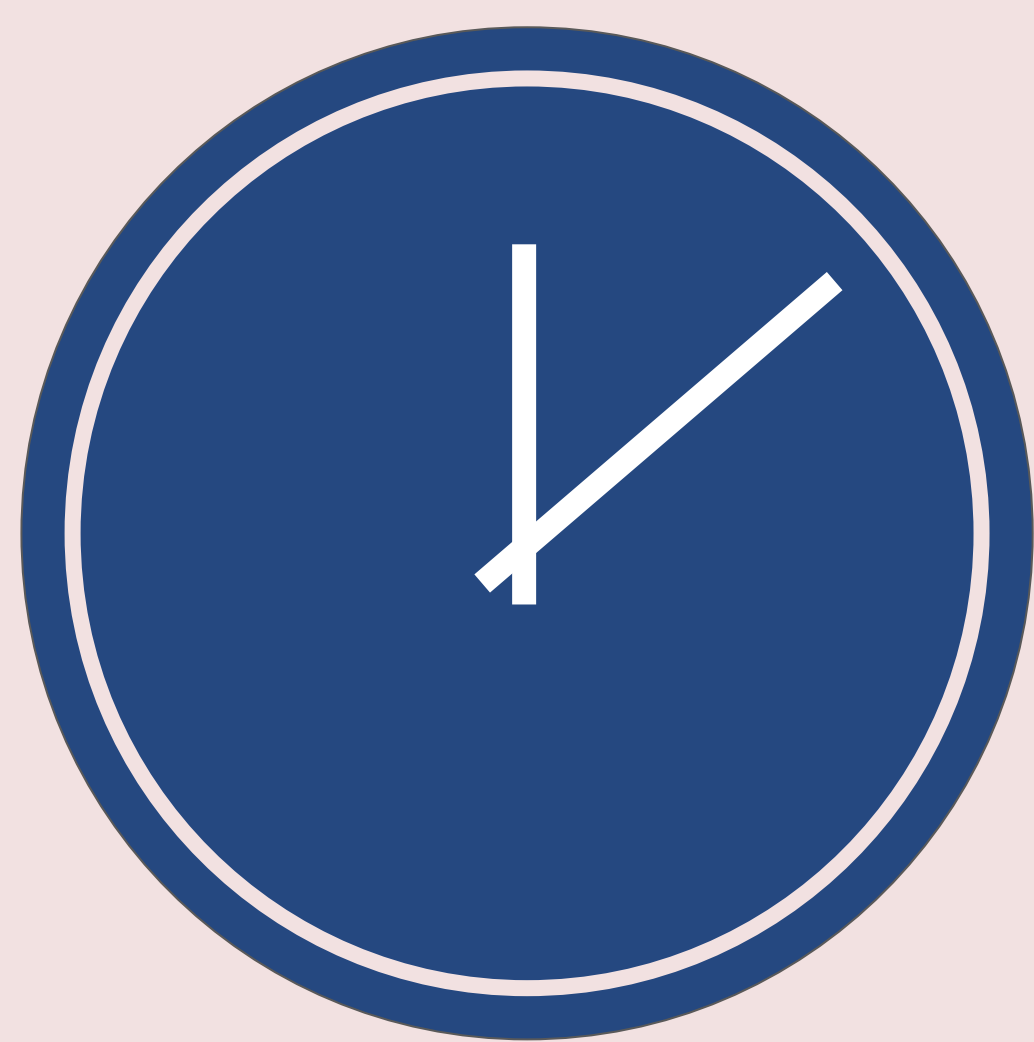
*1. Let's do a round of sharing. Place your sticky notes in space #3. If someone writes the same as you, say BINGO! and group them!*

*2. How could we address the remaining obstacles?- add the ideas to the opportunity space.*

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BREAK

5 minutes



*Thank you for the discussion, before we move on we will take a 5-minute break!*

*After the break, we will:*

- 1.. Identify relevant factors the idea needs to consider;*
- 2. We will identify actions everyone can take, and actions each of you can do to create progress.*

*(Say a specific time for the participants to return)*

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Task 4: What the idea should consider

20 minutes

Goal: Explore the systems and factors that influence the idea

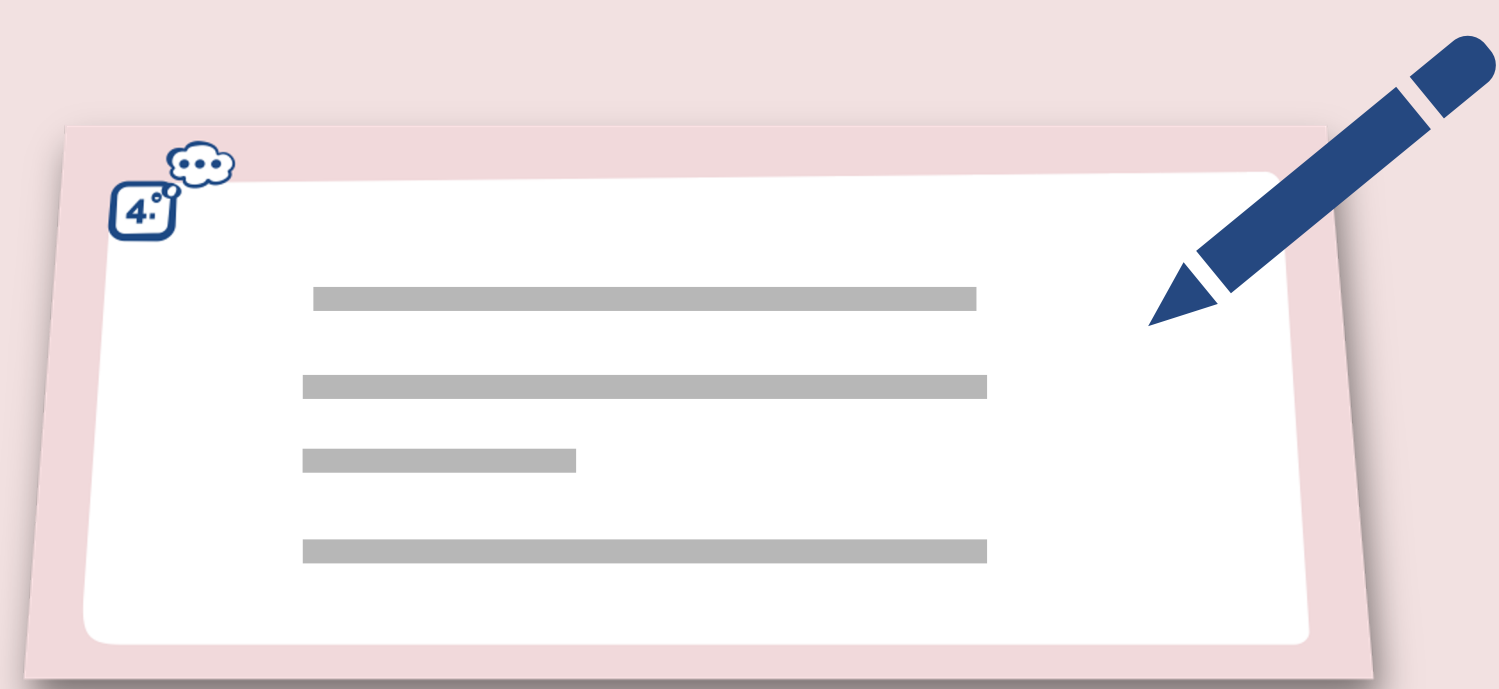
1. Reflect & write



2. Share & discuss



3. Write key points on card



Looking back on the obstacles and opportunities we discussed, let's explore the external factors that can influence, strengthen or challenge your idea.

These factors include: (See explanation on next card)

- Roles & relationships
- Resources
- Rules
- Results

These factors can help us get a better understanding of the idea and how to achieve the desired outcome.

1. Reflect individually and write your thoughts – spend 3 min.
2. Let's do a round of sharing and then discuss. (Moderator or a participant takes note of the key discussion points on card #4.)
3. (Moderator shares back key points of the discussion.)

Task 4: What the idea should consider-

Explanation of factors

**Roles & relationships:** Who affects and who is affected by your idea?

**Rules:** Are there laws, guidelines, protocols or traditions that apply to your idea?

**Resources:** What resources are needed for your idea? Think budget, personnel, time, etc.

**Results:** What are the desired outcomes of this idea or intervention?



## Task 5a: Actions that need to be taken 15 minutes

**Goal:** Brainstorm actions that need to be taken to achieve the desired outcome

### 1. Write general actions



*We'll now identify GENERAL actions that can be done to create change. In task 5b we'll identify INDIVIDUAL actions.*

*1. Take as many #5a cards as you would like and write general actions that actors can do. – spend 3 min.  
(examples below)*

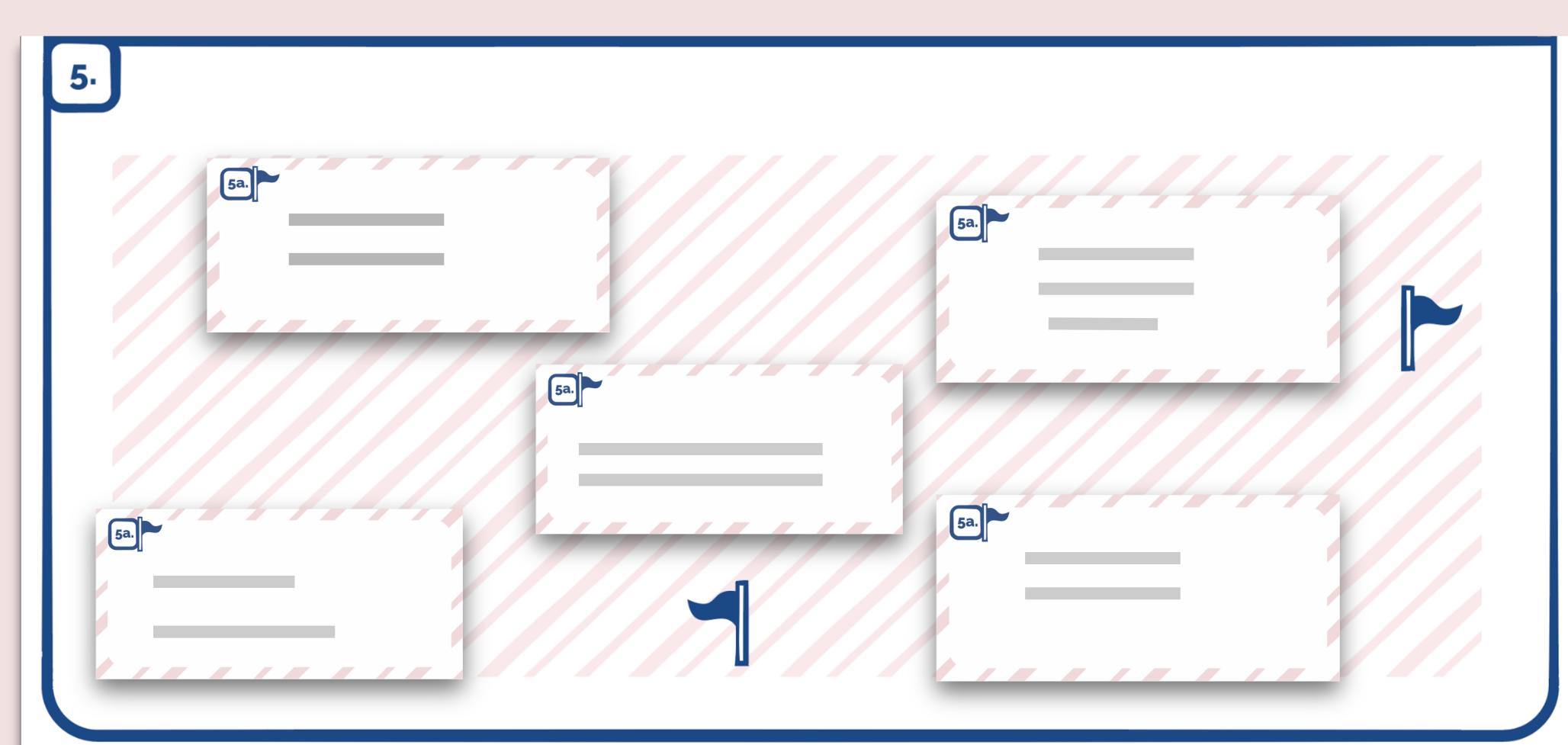
*2. Let's do a round of sharing to discuss.*

*(If additional points appear in the discussion, moderator or participant can add them to the canvas.)*

*(Example 1: Actions that government, private sector, youth, civil societies can do.)*

*(Example 2: Different places where the actions can happen like physical digital, public, private, local, global.)*

### 2. Exchange, discuss & add to canvas

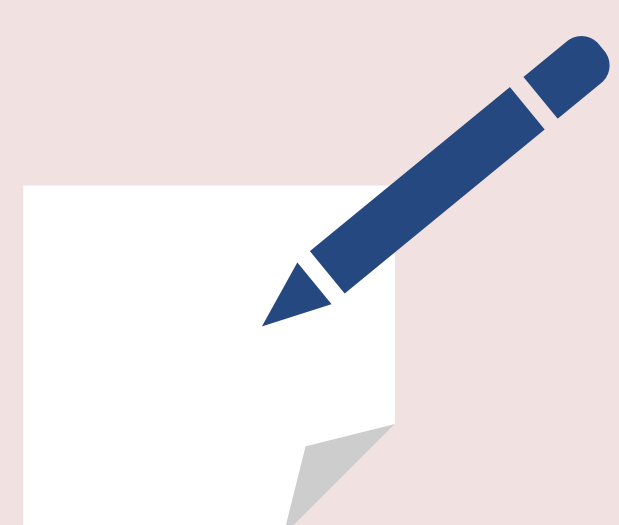


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## Task 5b: I'll support! 15 minutes

**Goal:** Select and commit to individual actions to create change

### 1. Brainstorm actions



*In this last part, we'll identify actions we can each take, either individually or together, to create change. Remember, every action big or small counts, and can make a difference.*

### 2. Choose & write action



*1. Take a minute to reflect and brainstorm some actions you can commit to - spend 3 min.*

*2. Choose the action you will commit to and write it on the #5b card behind your name tag. You can phrase it as "By (time) I will (action) to (intention)"*

*3. Let's do a final round of sharing! If you want to collaborate on an action say "I'll support" and add it to your card.*

### 3. Share & collaborate



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# End the session

5 minutes

Goal: Close the Dialogue Forum & stay in touch

## 1. Recap, reflect & close



*1. Now that we have landed on specific actions to take with us, we are ready to conclude this Dialogue Forum.*

*(Do a recap of what was discussed)*

*Are there any final reflections or thoughts?*

## 2. Stay in touch!



*2. If you open your name tags, you have space to write down your contact information if you want to stay in touch with your fellow participants.*

*Hope you all feel inspired and ready to take action. Thank you so much for participating!*