

Collaborative sensemaking

A guide to sensemaking for facilitators
leading workshops



| The activity | The goal | Your role as facilitator | Time |
|---------------------|---|--|------------|
| Introduction | To make introductions and to explain the activity | <p>You should introduce the project's aims, the session's aims, and how the research material (or "data") was collected. Then:</p> <ul style="list-style-type: none"> ask everyone to introduce themselves and to share their experience of the service explain the problem of individual bias and the benefits of doing this work in a group explain and request active informed consent {link to getting consent page} | 15 mins |
| Data review | To ensure everyone in the room has reviewed the research data | <p>Divide participants into groups of 3-4. Ask them to walk around the room, read all of the data and using sticky notes, mark:</p> <ul style="list-style-type: none"> the items that seem most important similarities between items themes and patterns across items <p>Ask each group to explain the thinking behind their conclusions</p> | 20-30 mins |
| Data theming | To finalise and record themes in the data | <p>Keeping the participants in small groups, ask them to:</p> <ul style="list-style-type: none"> rearrange their sticky notes into clusters that match the themes they identified give each cluster a label that describes all the ideas behind each theme (for example 'residents seek housing near their jobs' rather than just 'housing') explain why they created their themes in the way they did if there is time, ask the teams to review each other's themes, to help test their logic <p>If you suspect there are personal biases, incorrect assumptions or poor conclusions, you should gently challenge the teams yourself.</p> <p>People will have different views and they don't all have to agree. More important is that all opinions are recorded.</p> | 30-40 mins |
| Next steps | To agree what happens next | <p>This stage depends on the type of research and how far the project has come, but you should agree:</p> <ul style="list-style-type: none"> how the findings of the session will be used if more or different research now needs to happen when the results of the session will be complete who will be responsible for writing them up when that person can present the results to the group <p>Finally, thank everyone for their participation</p> | 15 mins |