

# Sustainability Explore Workshop – 1 day WS

Customer: [insert customer name] / Date: 00.00.0000 / Number of participants: 8

Phase	Activity	Start	End	Max. Duration	Detailed Procedure	Participation	Goal
0. Getting Started	Welcome and agenda overview	09:00	09:10	10	Welcome the participants, introduce the agenda and purpose of the session	All together	Make the participants feel welcome, set the right expectations, create a friendly atmosphere where participants feel safe to express themselves and inspire them for the upcoming exercises.
	Introduction warm-up	09:10	09:25	15	<b>01 min</b> – Participants write in a post-it their name, role, motivations and expectations for the session. Additionally, they write what is their "superpower" <b>01 min each</b> – Each participant introduces her/himself and sticks the post-it in a whiteboard		
	Inspirational Input	09:25	09:40	15	Explain where this session fits within the HCAI and present additional input from customers or additional speakers to inspire the participants. This can be examples of past projects related to the topic.		
1. Identify focus challenges	1a. Select the actions for sustainable business	09:40	10:05	25	<b>15 min</b> – Coach explains the action cards <b>10 min</b> – Participants decide for 3 cards that are relevant for their business and stick them to a whiteboard	All together	Help customers identify their challenge areas in relation to sustainability
	1b. Identify unsolved issues	10:05	10:35	30	<b>5 min</b> – Participants brainstorm silently unsolved issues for the selected cards. <b>16 min</b> – Participants share their issues and stick them under the corresponding cards on the whiteboard (max. 2 min each). Help them to group connected ideas together. <b>9 min</b> – Review the clusters and find meaningful names for them		
	1c. Select issues to focus on	10:35	10:55	20	<b>15 min</b> – In a discussion, participants decide where to place the issues on the impact matrix (sustainability vs. business value) <b>5 min</b> – Decide for the 2 issue clusters to find use-cases for and divide the team in 2 groups. Each will work on one issue. You can define the teams in advance to the session.		
Coffee Break		10:55	11:10	15			
2. Identify causing factors and solution ideas	2a. Identify factors causing the issue	11:10	11:50	40	<b>1 min</b> – Place the selected issue in the center of the System Innovation Canvas <b>8 min</b> – Participants brainstorm silently factors causing the issue from the different perspectives (STEEPC). <b>16 min</b> – Participants share their factors and stick them in the corresponding category on the System Innovation Canvas (2 - 3 min each). Help them to group connected ideas together. <b>9 min</b> – Review the clusters and find meaningful names for them <b>3 min</b> – Select the top 3 factors to intervene. Use voting or discuss. <b>3 min</b> – Buffer	In Teams	Zoom out and find potential causes for the issue not only within the organization but outside it, in the system it belongs to.
	2b. Ideate solutions	11:50	12:25	35	<b>8 min</b> – Participants brainstorm silently concrete solutions that can be designed and developed to intervene the selected factors. They should indicate in the post-it to which STEEPC category the idea belongs. <b>16 min</b> – Participants share their ideas and place them in the System Innovation Canvas outside the factors circle in the area they belong to. (2 - 3 min each). Place duplicate ideas on top of each other. <b>9 min</b> – Review the ideas, check for duplicates and re-write ideas if needed <b>1 min</b> – Select a participant from the team to present the results to the other team in the next exercise (1 min)	In Teams	
Lunch		12:25	13:25	60			
3. Prioritize and define Ideas	3a. Share-out and cluster	13:25	13:55	30	<b>10 min</b> – Each team presents the results from the Systems Innovation Canvas exercise to the other team. (5 min each) <b>6 min</b> – The listening team gives feedback to the presentation. (3 min each) <b>14 min</b> – Take all solution ideas from each team to a new whiteboard and cluster them. Give meaningful and clear names to the clusters.	All together	Define a plan for potential innovation opportunities
	3b. Prioritize Ideas	13:55	14:20	25	<b>1 min</b> – Place the central issues of each team at the top of the prioritization matrix (impact vs. feasibility) <b>18 min</b> – In a discussion, participants decide where to place the idea clusters on the prioritization matrix <b>5 min</b> – Based on the position on the matrix, select the top 4 ideas to work on and arrange them according to the sequence in which they should be implemented.		
	3c. Define selected ideas	14:20	15:00	40	Fill in an idea profile for each of the selected ideas. (10 min per Idea Profile). Divide in teams if you need to save time.		
4. Next Steps and Feedback	4a. Define next steps	15:00	15:20	20	In a team discussion decide for 4 - 5 action items to follow up from this session. Indicate <b>what</b> needs to be done, <b>until when</b> and <b>who</b> will be responsible.	All together	Identify action items to follow up
	4b. Give feedback	15:20	15:30	10	<b>2 min</b> – Participants write down silently what they liked about the session and what can be improved. <b>8 min</b> – Participant share their feedback with the team (1 min per person)		