IDEAS4GE Innovation Challenge Timeline Guidelines

Generating Inclusion, Diversity, Equity & Access Solutions – IDEAS

Based on recommendations from participants engaging in the IDEAS4GE Innovation Challenge we suggest allocating a minimum total of 1 ½ hours for your challenge event. Specific timing for each of the challenge activities are outlined below.

Depending upon the size and type of event you are planning you will want to adjust the timing allocated to the report-out section and the reporting method you have chosen. The time associated with each step of the Innovation Challenge process is designed to promote engagement and a continuous flow. The guided process ensures that sufficient time is taken upfront to engage participants in building an understanding and appreciation for the topic/item being explored from diverse perspectives. This is essential to developing an intersectional lens and promoting respectful and productive conversations. The challenge process also helps to slow our natural tendencies to jump to generating solutions before a shared understanding of impact is achieved.

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| **Time**  | **Activity Description** | **Facilitation Roles**  | **Group Discussion/Participation** |
| (15-20 Minutes) | Introduction to the IDEAS4GE Innovation Challenge | Challenge Activity Lead Facilitator | This timing is based on PPT Slide Deck 1-16. Participants will bring different levels of familiarity and/or comfort with Inclusion, diversity, equity, and access concepts to the event. Engaging participants in pre-event reading, discussion, or preparation i.e. issuing the two foundational challenge reference sheets in advance can reduce this time. Important to establish common ground and create an inclusive space for respectful engagement. |
| (5 Minutes) | Individual Dotmocracy Activity *(ice breaker - provides voice to all participants)* | Break out Group Facilitator – engages Participants  | (1-2 minutes individual) Using sticky dots participants indicate which two topics are of personal interest. This activity is completed by each individual participant without discussion. (2-3 minutes) The group selects the IDEA subtopic that is of common interest and that the group will focus on across the challenge process. |
| (10 Minutes)  | Developing a Shared Understanding of Topic & Impact | Break out Group Facilitator/Recorder  | A recorder is selected and enters the “sub topic” the group has selected to explore into the Worksheet/Note Taking Template.Group Facilitator reinforces the importance of the group developing a share understanding of the topic selected before moving onto the next step in process. Group engages in discussion and asking questions of each other to promote understanding of diverse intersectional experiences and what impact their topic could have in advancing the “IDEA main topic” i.e. Inclusion, diversity, equity, or access associated with the “sub topic” they have chosen to explore. |
| (5 Minutes) | Exploring gender-based Myths & Biases associated with selected topic  | Break out Group Facilitator/Recorder | Group discusses the Myths and Biases they believe will impact their topic and the ideas generated for their solution. The Recorder checks the Bias and Myths identified by the group and can capture a few key discussion points on the worksheet/ note template. |
| (2 Minutes) | Brainstorming potential structural/systemic solutions | Break out Group Facilitator/Recorder | Recorder captures brainstormed items Group Facilitator reminds group this is a quick brainstorm activity to generate a list of possible solutions. The group will discuss and clarify items after the (2-minute brainstorm activity is ended). |
| (3 Minutes) | Selecting one solution theme/topic or item from brainstorm list | Break out Group Facilitator/Recorder | Group Facilitator and Recorder help the group to identify common themes, or items that can be grouped together. The Group Facilitator helps the group to select one specific solution theme/topic/item to explore.  |
| (8-10 minutes) | Generating a bullet list of solution key element Develop a short name/ descriptive title for the solution | Break out Group Facilitator/Recorder | Recorder captures a bullet list of what the group believes will be important contributing pieces of the solution to achieve the desired improved systemic or structural changes.Group develops a short title for their solution that conveys what the solution is about or will achieve. Recorder enters (5–10-word descriptive title) on the worksheet/note template.  |
| (5 Minutes) | Identifying steps to include intersectional lens, strategies to promote buy-in  | Breakout GroupFacilitator/Recorder | Group facilitator invites group to consider some important first steps they believe necessary to ensure an intersectional lens is applied in their solution and will promote buy-in and adoption. Recorder captures important steps in the “First-Things-First” section of worksheet/note template. |
| (15 Minutes total)*2 min/group or* *as arranged by Lead Facilitator* | Break out group report out to larger group*(Hybrid event 2-step Report-out process)* | Breakout GroupFacilitator | Group facilitator to review worksheet & recorder notes to prepare a brief (2-minute report-out) to the larger group. Note report out will vary depending upon the size and type of event. Report out tips provided in Facilitator Training & Tips Resource.  |
| (15-20 Minutes) | Consolidated Report out and event Wrap-up | Challenge Activity Lead Facilitator | The event Lead Facilitator will reconvene the whole group and manage the report-out based on the size and type of event (in-person/virtual/ hybrid). They will also wrap-up the event and outline next steps. |