

# SOME METHODS TO GENERATE ACTIONS



# OPERA



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**O**wn suggestions

**P**air discussions

**E**xplanations

**R**anking

**A**rranging





## SETTING UP THE TOPIC TO DISCUSS

BEFORE THE PROCESS STARTS, THE FACILITATOR WILL SET UP THE TOPIC FOR THE MEETING. FACILITATOR GIVES A SHORT TITLE THE MEETING IN FORM OF AN OPEN QUESTION

I.E. **WHAT ACTIONS WILL ENABLE YOUR ULG TO ACHIEVE YOUR SPECIFIC OBJECTIVE?**

A MORE DETAILED DESCRIPTION OF THE QUESTION CAN ALSO BE WRITTEN BEFORE STARTING OF THE PROCESS.

**THERE MAY ALSO BE HERE FOR A DESIRED RESULT** (E.G. INCREASED RATE OF CUSTOMERS ATTENDING ON LINE Y EVENTS",...).

THE TOPIC WILL BE VISIBLE TO ALL PARTICIPANTS AT ALL TIMES..



# OWN THINKING

THE OPERA PROCESS STARTS WITH AN **INDIVIDUAL THINKING PHASE**, "0". WHEN A GROUP IS GIVEN A QUESTION TO ANSWER, ROUGHLY HALF OF US FEEL MORE COMFORTABLE TO THINK THROUGH OUR THOUGHTS SILENTLY IN OUR MINDS, WHILE THE REST FEEL THE IMMEDIATE URGE TO DISCUSS OUR OWN SUGGESTIONS WITH OTHERS.

IN A TRADITIONAL MEETING (FACE TO FACE OR VIRTUAL), THE "GENERAL" DISCUSSION IS OFTEN DOMINATED BY THE 2–3 MOST EXTRAVERTED, EASILY LEAVING THE REST OUTSIDE OF THE DISCUSSION.

HERE, **EVERYBODY IS ALLOWED TO PRODUCE AND WRITE DOWN THEIR SUGGESTIONS FOR FURTHER DISCUSSIONS. THIS WILL PARTICIPATE THE INTROVERTED AS WELL, AND "FORCE" THE EXTRAVERTED TO CRYSTALLIZE THEIR (SOMETIMES RAMBLING) THOUGHTS.**



**5 MINUTES**

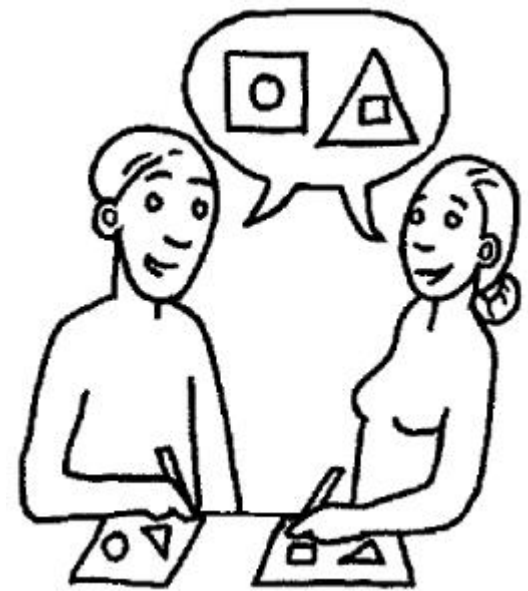
(EVERYONE THINKS OF 2 OR 3 ACTIONS)



## PAIR DISCUSSION

IN PAIR DISCUSSION, "P" PHASE, **PAIRS (3 PEOPLE) DISCUSS AND SELECT THEIR FAVORITE SUGGESTIONS TO GO FORWARD IN THE MEETING AS THEIR COMMON SUGGESTIONS.**

WHEN INDIVIDUAL THOUGHTS ARE SHARED WITH AND EXPLAINED TO A PAIR, MANY POSITIVE THINGS HAPPEN: PEOPLE TEND TO BE MORE COMFORTABLE TO SHARE THEIR THOUGHTS WITH ONE PERSON RATHER THAN IN FRONT OF A GROUP; WHEN SUGGESTIONS ARE SHARED AND DISCUSSED, MANY VIEWPOINTS ARE DISCUSSED; PEOPLE START TO PRIORITIZE THEIR IDEAS FRUITFULLY; "MY IDEAS" START TO BECOME "OUR IDEAS"; MANY PEOPLE PROCESS THE TOPIC SIMULTANEOUSLY INSTEAD OF TRADITIONAL MEETING'S "ONE TALKS, OTHER LISTEN" ROUTINE.



**10 MINUTES**

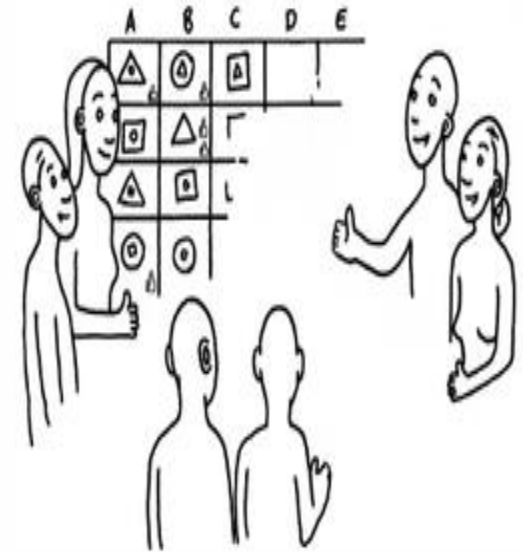
(EVERYONE SHARES THEIR REFLECTIONS WITH 1 OR 2 OTHER PEOPLE AND AGREES TO 2 ACTIONS AND WRITES THEM ON LARGE POST-ITS)



# EXPLAINING AND RANKING

IN EXPLAINING AND RANKING ("E/R") PHASE, ALL SUGGESTIONS PREPARED BY THE PAIRS ARE NOW VISIBLE TO ALL, AND ARE BEING EXPLAINED TO AND STUDIED BY THE REST OF THE GROUP. THEN, THE GROUP WILL TAKE A VOTE OF MAINLY THE SUGGESTIONS OF OTHERS, WHICH THEY FEEL ARE THE BEST.

IN THIS PHASE, THERE ARE SOME KEY BENEFITS: POSITIVE SELECTION INSTEAD OF CRITIQUE AND PIN-POINTING THE FAULTS OF "BAD" IDEAS WILL BUILD THE FOUNDATION OF COMMONLY ACCEPTED SOLUTION INSTEAD OF CREATING A (OFTEN PERSONALLY POLARIZED) ARGUMENT; PEOPLE WILL SEE MANY SIMILARITIES IN THE SUGGESTIONS OF OTHERS ENHANCING THE COMMON COMMITMENT.



**15 MINUTES**

(EACH PAIR EXPLAINS THEIR ACTIONS TO THE REST OF THE GROUP AND STICKS THEIR POST IT ON THE OPERA BOARD)



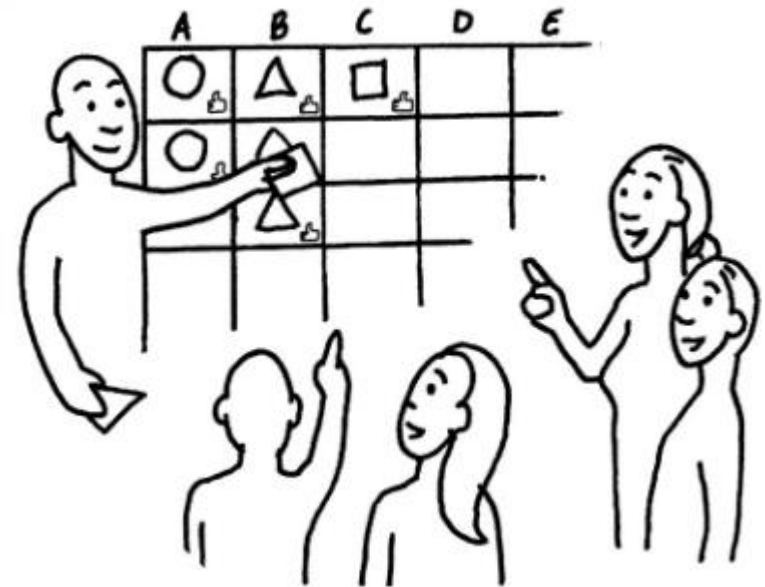
## ARRANGING AND ACTIONS

IN ARRANGING AND ACTIONS ("A") PHASE, **ALL SUGGESTIONS ARE RANKED ACCORDING TO THEIR TOTAL VOTES.**

ZERO-VOTES ARE REMOVED FROM THE FURTHER DISCUSSION, AND THE FOCUS OF THE FOLLOWING DISCUSSION WILL BE ON THE COMMONLY SUPPORTED SUGGESTIONS.

HERE, SUGGESTIONS SIMILAR TO EACH OTHER ARE COLLECTED AS SEPARATE GROUPS. THESE GROUPS NATURALLY FORM TOPICS FOR CLEAR ACTION POINTS.

THE PARTICIPANTS FIND EASY TO TAKE RESPONSIBILITY OF THESE ACTION POINTS .



**5 MINUTES**

REMINDER: THINK ABOUT INTEGRATION WITH OTHER POLICY THEMES: WIN-WINS, UNINTENDED CONSEQUENCES, HOW TO LINK UP ALL THE CHALLENGES

