

**Worksheet 1:**

**Objective:** Learn about the Worldcafe process in an experiential manner  
Elicit prior knowledge about spread and adoption methods  
Define personal objectives for this session  
Share knowledge and experiences

**Activity:** The activity will work on two levels

1. you will be able to participate in a Worldcafe process (albeit a brief one)
2. you can use this worksheet to record your reflections and learning about the process and / or the content you pick up

As this is a discovery learning process, all instructions will be given to you as you progress through the process. It is a timed sequence of event, participative and requires moving around the room...!

<b>Reflections on the Process</b>	<b>Notes on content I picked up</b>

<b>Any actions I might take away from this exercise?</b>
--

**Worksheet 2:**

**Objective:** Demonstrate the applicability of surveys as a knowledge transfer method (Alan this one is yours....)

**Activity:** The graphs shown were produced by a survey of your organisation with a 90% response rate (you are the red line: all scores are high=good).  
= v ns = "urn:schemas-microsoft-com:vml" />

If these were the results for your organisation:

- how would you ensure maximum impact from the work?
- what “rules” would be most at risk and how would you avoid/mitigate

**Reflection:** Thoughts for how I might use survey tools in my organization for the sharing and spreading of good practice.

**Worksheet 3:**

**Objective:** Demonstrate understanding of full impact of spread through use of numbers  
Discuss the implications of the Pareto effect

**Activity:** Calculate the intended whole population of impact for your spread project:

a) Draw a rough graph below, showing time along the x axis and for the y axis show the total number\* that you intend to adopt the changes you are spreading.  
(A ppt example will be provided)

b) Decide what your immediate intention and possible spread plan might cover

c) Review your possible Pareto issues

Topics I might need to take back for further review and discussion:

**Worksheet 4:**

**Objective:** Consider the leadership and strategic implications of spread and adoption  
Begin the process of understanding framing and dialogue

**Activity:** What questions do leaders need to ask in order to effect knowledge transfer?

**Note the types of questions here (we'll come back to these so please take a few moments to capture your thoughts):**

**Worksheet 5:**

**Objective:** Elicit personal knowledge  
Practice AI techniques

**Activity:** Brainstorm examples of where change and improvement processes have gone well in your organisation

**My list of examples:**

**My reflections on this process:**

**Worksheet 6:**

**Objective:** Check understanding of AI processes

**Activity:** What questions do leaders need to ask in order to effect knowledge transfer?

**Note the types of questions here:**

**Reflections on how these have changed since the earlier exercise:**

**Worksheet 7:**

**Objective:** Integrate the methods using the various materials from the day  
Apply the techniques to your own context

**Activity:** Identify which elements / features of dialogue and organisational based  
spread methods presented today may be useful in your organisation.  
You may wish to refer back to the readiness for change assessment.

	<b>Method / Technique / Feature</b>	<b>Reason</b>
<b>Yes</b>		
<b>Maybe</b>		
<b>No</b>		