



DIGITAL
moderator
cards

Welcome and overview

2 minutes

Goal: Welcome participants and give a short introduction of tasks

1. Welcome participants



1. My name is _____ and I will be your moderator today. Today, we will connect with others, discuss an idea, and collaborate on actions.

2. Together, we will go through 5 activities in two hours:

(Point to numbers on the canvas)

1. Get to know each other a little better,
2. Explore why we care about this idea,
3. Look at obstacles and opportunities of the idea
4. Identify relevant factors the idea needs to consider;
5. We will identify actions everyone can take, and actions each of you can do to create progress.

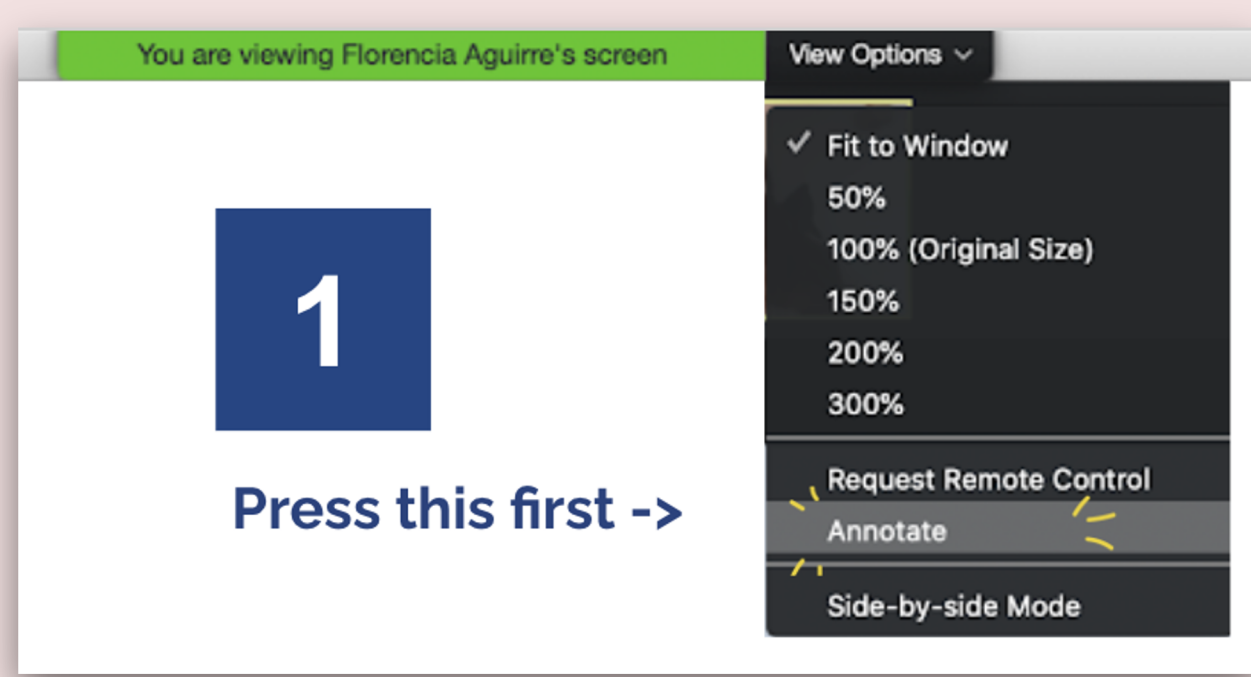
(IMPORTANT: Ask participants to have pen and papers ready for the session)

Tool warmup

8 minutes

Goal: Familiarize participants with annotation tools

1. Go to annotate



Today we will use the annotation function on Zoom to write, draw and interact. Here's how it works:

1. Go to the middle of the upper part of your screen and click VIEW OPTIONS. Then click on ANNOTATE. A toolbar will appear.

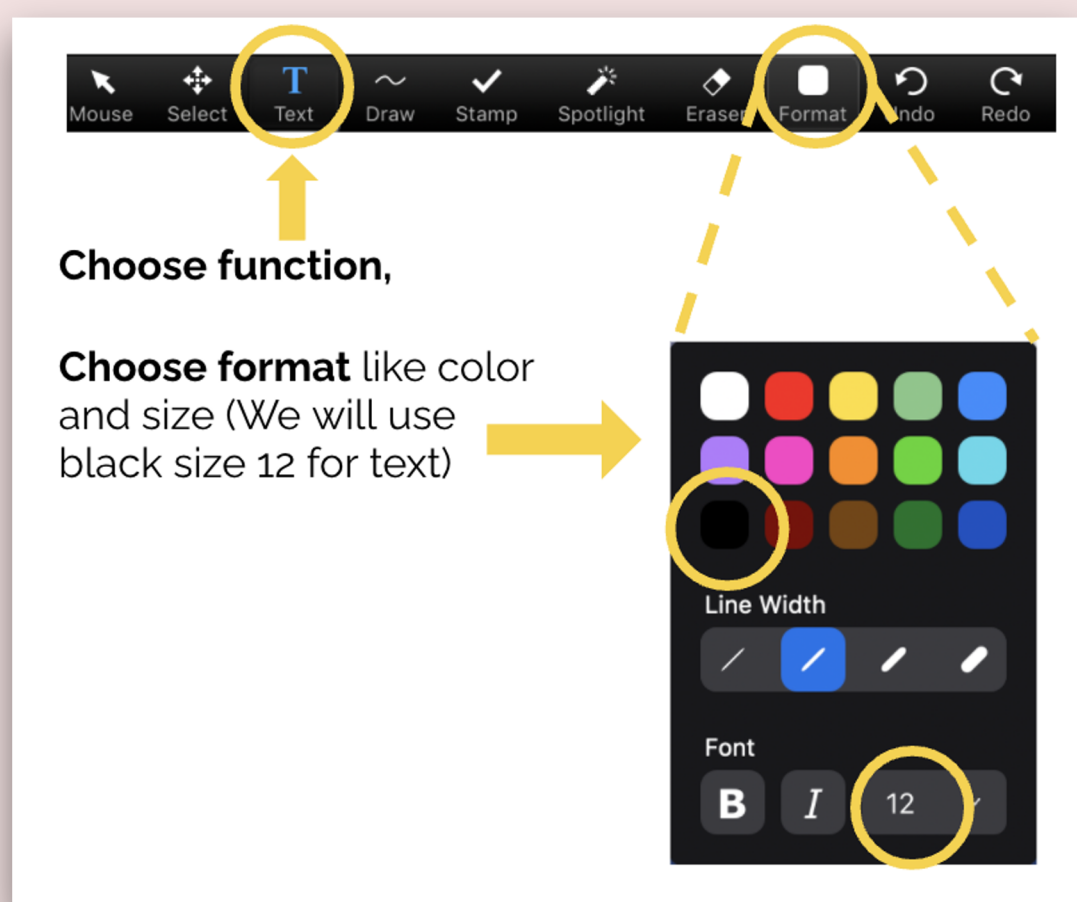
2. In the toolbar, click TEXT (3rd icon from the left), then FORMAT (3rd icon from the right). Choose black for text color, and size 12.

(IMPORTANT: Assign participants a letter)

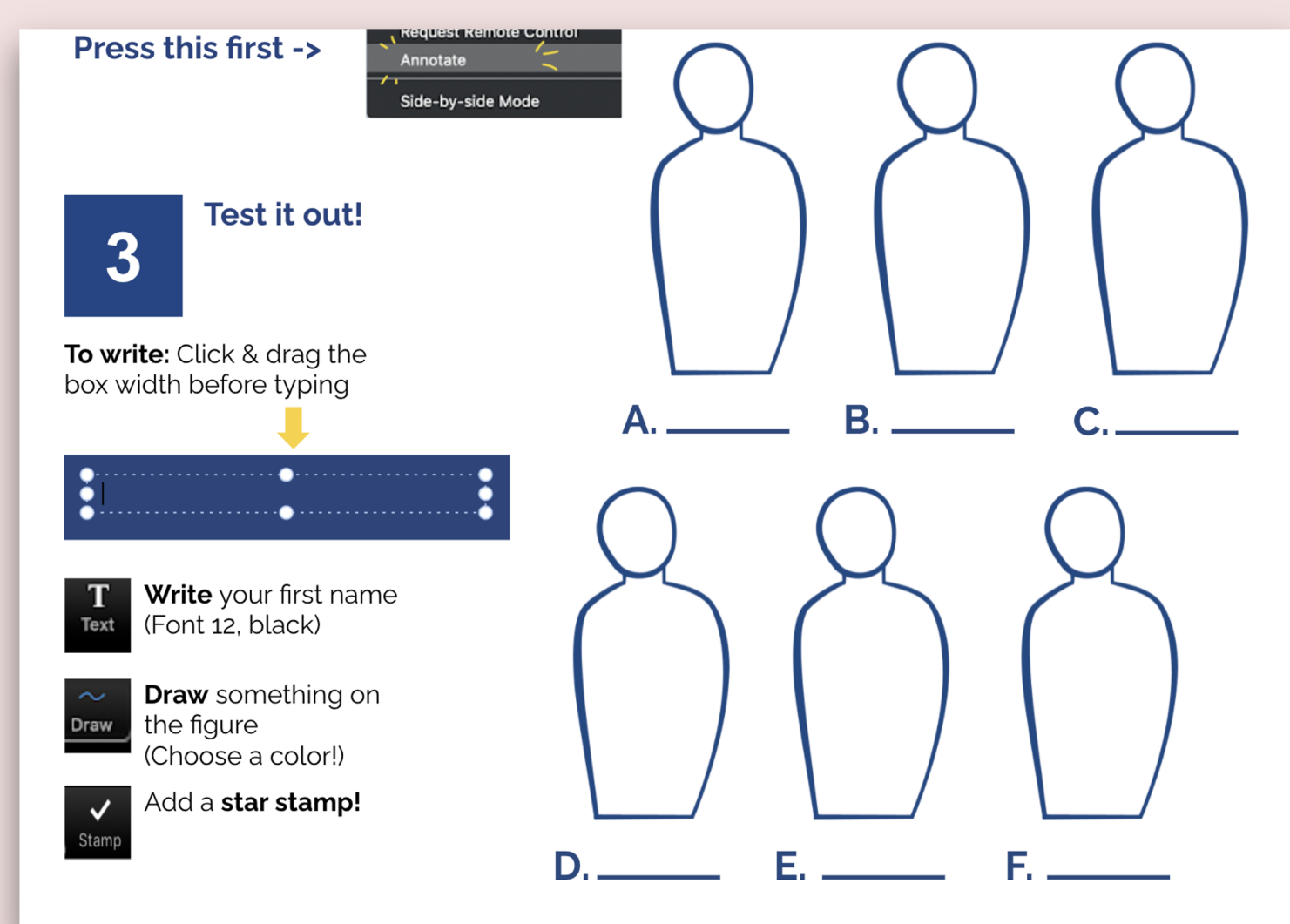
3. Let's practice! Move the text box with your cursor and adjust its width to fit inside the silhouettes. Click undo to rewrite if needed.

(To send text, click anywhere outside your text box. To draw, click on the Draw button, then click and drag your cursor. To stamp, select a shape and click the screen.)

2. Choose font and color



3. Practice



Task 1: Who we are

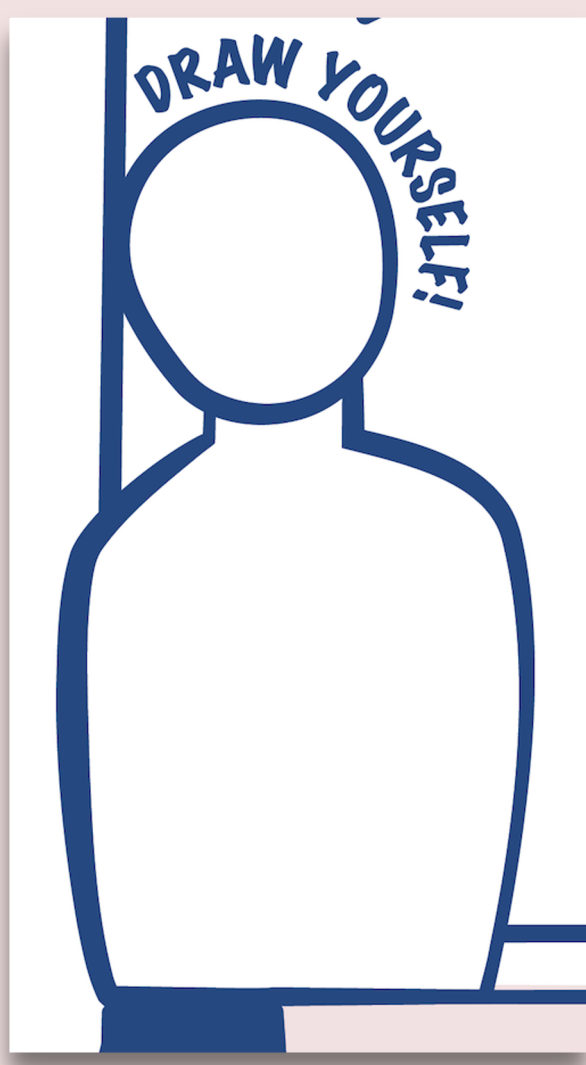
10 minutes

Goal: Get to know each other and create a safe space

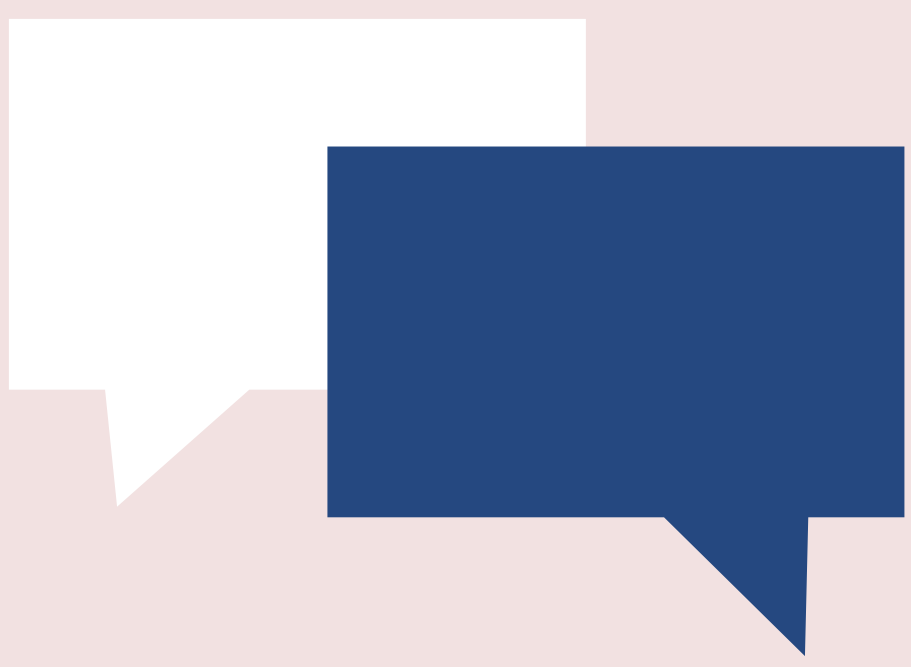
1. Type your name



2. Draw yourself and your superpower!



3. Introduce yourselves



Before jumping to the discussion, let's get to know each other!

(Show space #1)

1. Below the silhouette with your letter, type your name using the text tool. – spend 2min.

2. Draw yourself and your superpower INSIDE the silhouette. – spend 3 min. (Remember to change to the drawing tool in the annotation toolbar)

3. Let's introduce ourselves - I can start! My name is (___). During the day I (___) and my superpower is (___)

(Do a round of sharing.)

3

The idea

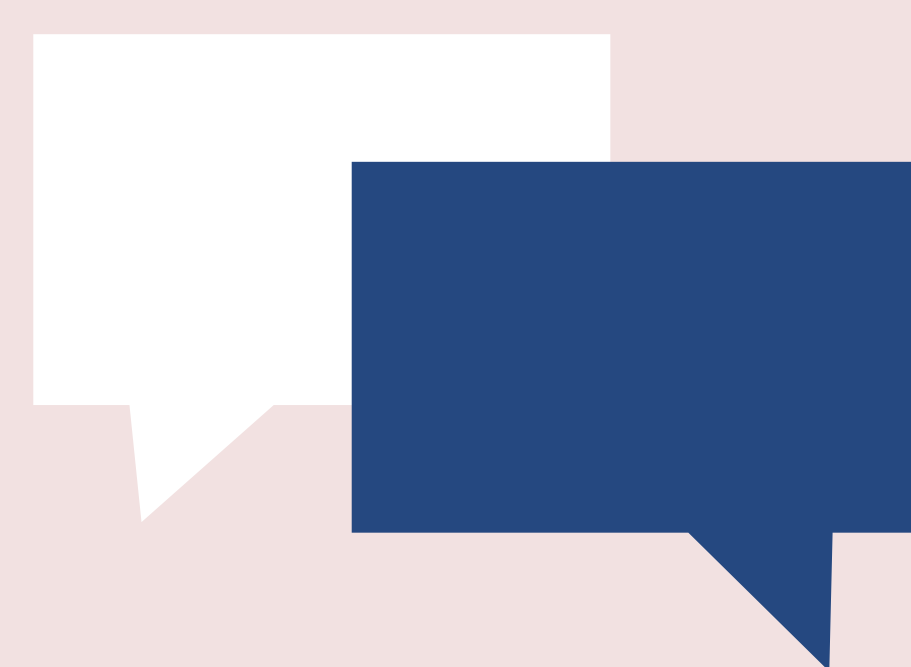
2 minutes

Goal: Review the idea & keep all perspectives in mind

1. Review the idea



2. Encourage different perspectives



1.Let's review the idea before moving forward.

(Read idea out loud & ask if they have questions)

2. While we go through this dialogue, I want to encourage you to consider all factors that might impact or influence the idea, as well as the perspectives that may be different from yours. Think big and small, local and global.

The point of this dialogue isn't to try and solve a complex problem in a day, but to discuss, collaborate, learn from each other, and take action!

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Task 2: What we care about

10 minutes

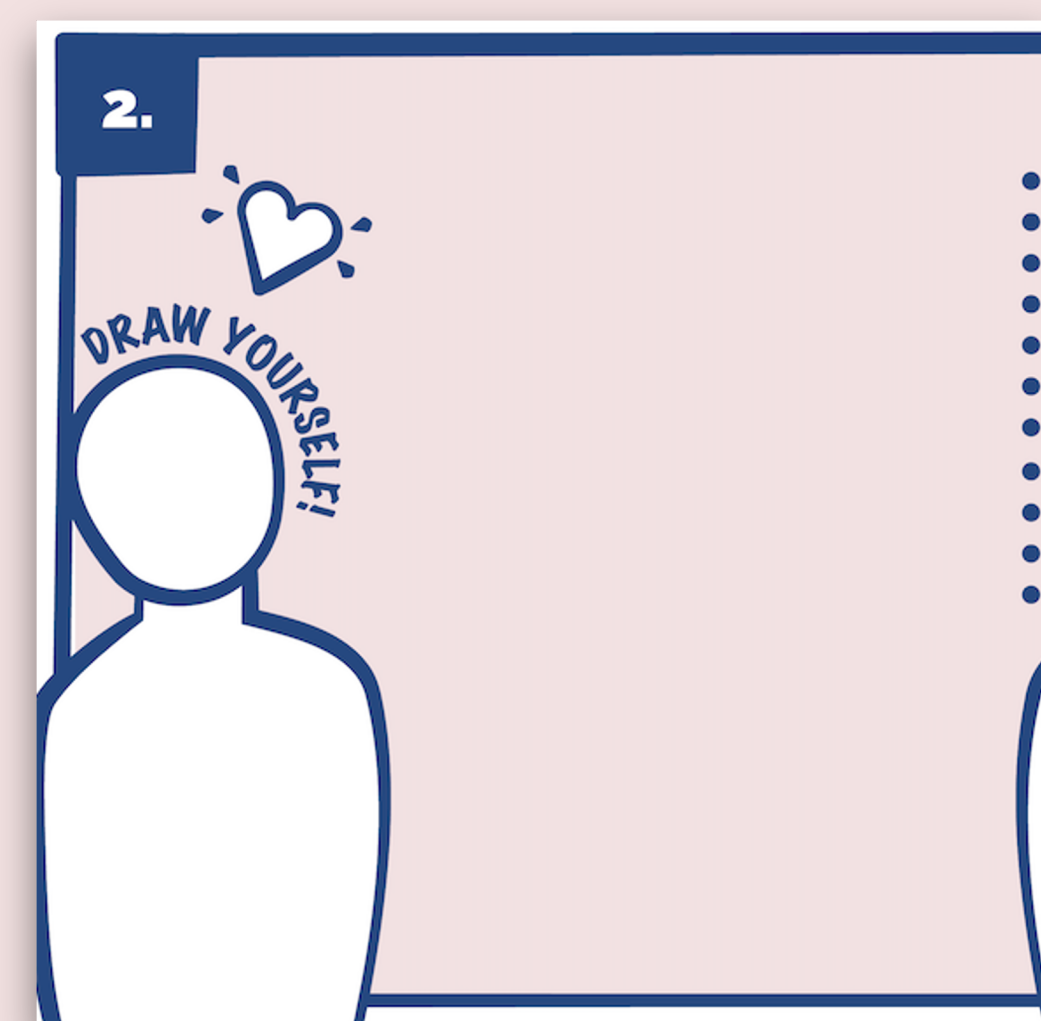
Goal: Understand each others point of view

1. Reflect & write



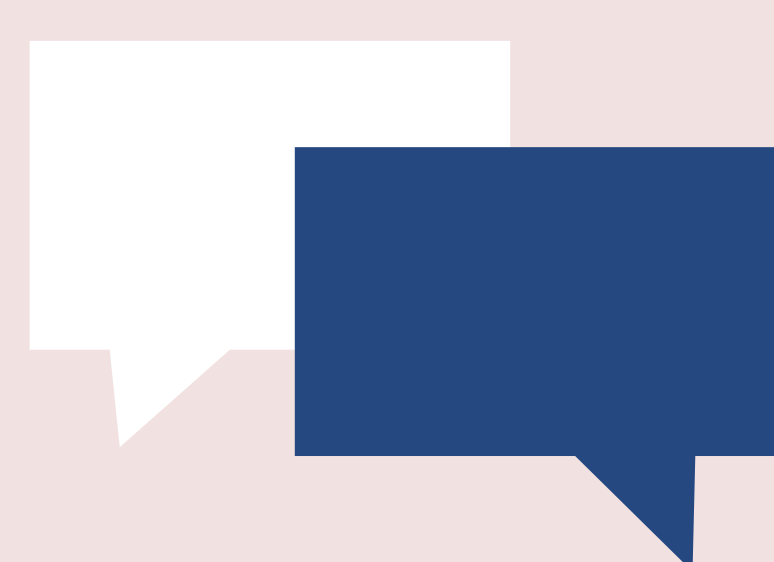
You are in this dialogue because there is something about the topic or issue you care about. Let's share why this is important to us from our individual perspectives:

2. Type keywords



1. *Brainstorm individually on paper - spend 3min.*
2. *Type keywords in the space next to your silhouette.*
3. *Now let's share. (Do a round of sharing)*

3. Share



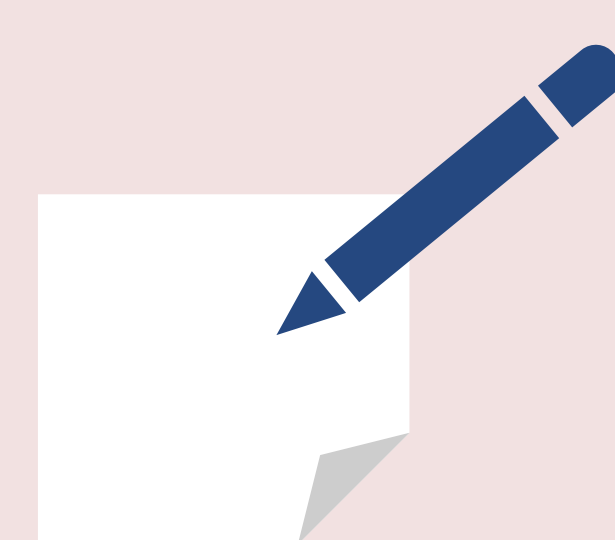
5

Task 3: Obstacles and opportunities

20 minutes

Goal: Explore the idea from different perspectives

1. Write



To explore the idea from different angles, let's identify the obstacles it needs to consider and the opportunities it presents.

1. *Write as many obstacles and opportunities as you can on a sheet of paper – spend 5 min*

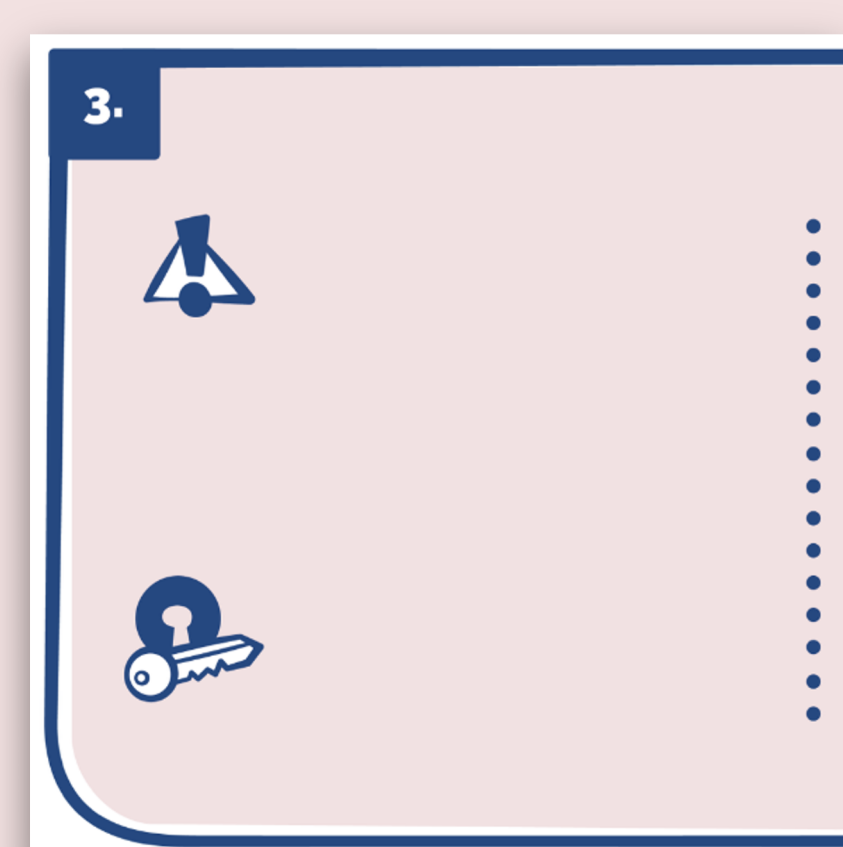
(Obstacles can be: barriers or problems, etc.)

(Opportunities can be: solutions or improvements, etc.)

(Remind participants of different perspectives)

1. *Let's type up to 3 obstacles and 3 opportunities in space #3. If someone writes the same as you, add a heart stamp to it!*
2. *How could we address the remaining obstacles?- add the ideas to the opportunity space.*

2. Type main points



3. Address remaining obstacles



6



Thank you for the discussion, before we move on we will take a 5-minute break!

After the break, we will:

- 4. Identify relevant factors the idea needs to consider;*
- 5. We will identify actions everyone can take, and actions each of you can do to create progress.*

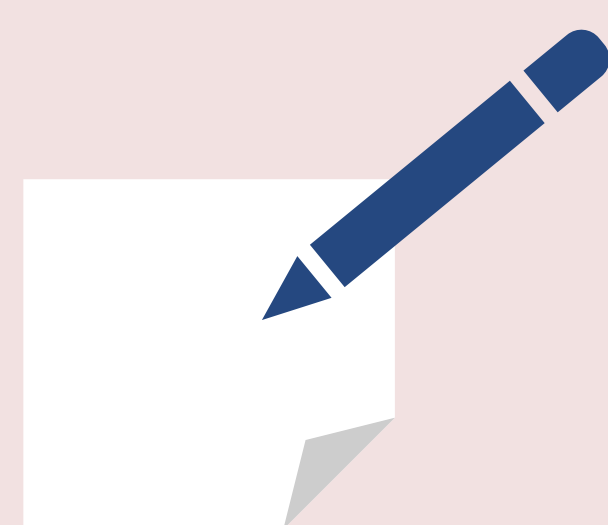
(Say a specific time for the participants to return)

Task 4: What the idea should consider

20 minutes

Goal: Explore the systems and factors that influence the idea

1. Reflect & write



Looking back on the obstacles and opportunities we discussed, let's explore the external factors and systems that can influence, strengthen or challenge your idea.

These factors include: (See explanation on next card)

- *Roles & relationships*
- *Resources*
- *Rules*
- *Results*

2. Share & discuss



These factors can help us get a better understanding of the idea and how to achieve the desired outcome.

3. Write key points on card



- 1. Reflect individually and write your thoughts – spend 3 min.*
- 2. Let's do a round of sharing and then discuss. (Moderator or a participant types the key discussion points on space #4)*
- 3. (Moderator shares back key points of the discussion.)*

Task 4: What the idea should consider-

Explanation of factors

Roles & relationships: Who affects and who is affected by your idea?

Rules: Are there laws, guidelines, protocols or traditions that apply to your idea?

Resources: What resources are needed for your idea? Think budget, personnel, time, etc.

Results: What are the desired outcomes of this idea or intervention?

Task 5a: Actions that need to be taken

15 minutes

Goal: Brainstorm actions that need to be taken to achieve the desired outcome

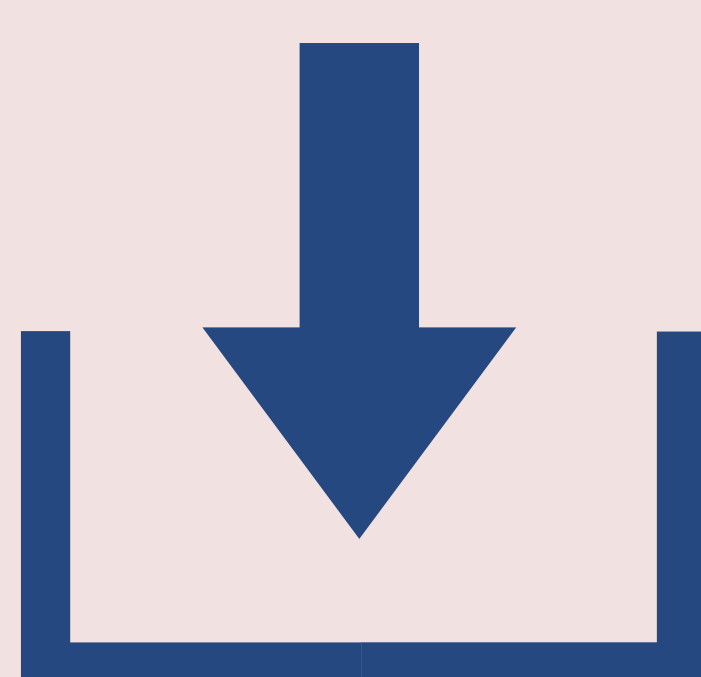
1. Write general actions



2. Share, discuss & add to canvas



3. Save & clear canvas



We'll now identify GENERAL actions that can be done to create change. In task 5b we'll look into our individual actions.

1. On paper, write as many general actions that actors can do to achieve the desired outcome – spend 3 min. (Examples below)

2. Let's do a round of sharing to discuss. (Moderator types key actions in space #5a)

3. We need to clear the canvas to continue. Take note of any actions you might be interested in doing. (IMPORTANT: Take a screenshot of the canvas before deleting)

(Example actors: Actions that government, private sector, youth, civil societies can do.)

(Example places: Different places where the actions can happen like physical digital, public, private, local, global.)

Task 5b: I'll support!

15 minutes

Goal: Select and commit to individual actions to create change

1. Brainstorm actions



2. Choose & type action



3. Share & collaborate



In this last part, we'll identify actions we can each take, either individually or together, to create change. Remember, every action big or small counts and can make a difference.

- 1. Take a minute to reflect and brainstorm some actions you can commit to on paper - spend 3 min.*
- 2. Choose an action you will commit to and write it on the speech bubble with your letter. As an example, you can phrase it as "By (time) I will (action) to (intention)"*
- 3. Let's do a final round of sharing! If you want to collaborate on an action from another participant, say "I'll support" and add a star to it.*

End the session

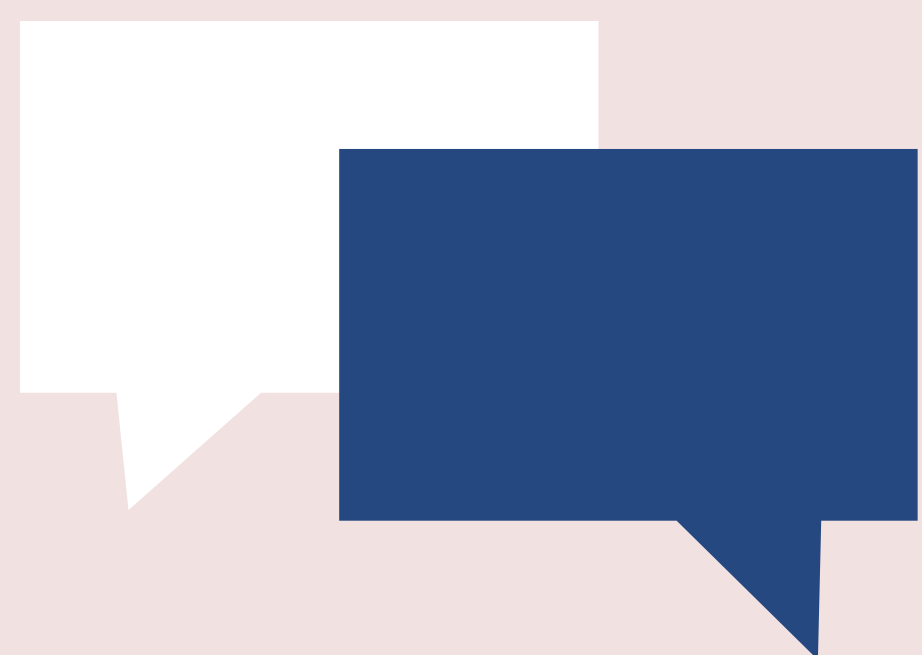
5 minutes

Goal: Close the Dialogue Forum & stay in touch

1. Recap, reflect & close



2. Stay in touch!



1. Now that we have landed on specific actions to take with us, we are ready to conclude this Dialogue Forum.

(Do a recap of what was discussed)

Are there any final reflections or thoughts?

2. If you want to stay in touch with your fellow participants, send them your email through the chat.

Hope you all feel inspired and ready to take action. Thank you so much for participating!