Collaborative Design Validation

Facilitation Script

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Collaborative Design Validation

Category: Facilitation │ **Duration:** 4 hours │ **Participants:** 6-12

> **Workshop Overview**
>
> This workshop creates a structured environment for collaborative design evaluation and refinement. Teams will use multiple validation techniques including prioritization frameworks, hands-on building exercises, democratic voting methods, and constructive critique. Perfect for teams with multiple design options seeking collective decision-making and improvement.

Workshop Objectives

- Conduct thorough heuristic evaluations using established principles - Organize findings through affinity clustering - Prioritize improvements using importance/difficulty analysis - Create actionable improvement roadmaps - Build skills in systematic usability evaluation

Learning Outcomes

- Hands-on experience with proven design methodologies - Actionable outputs ready for immediate application - Enhanced team collaboration and communication skills - Shared understanding and alignment across participants - Practical tools and techniques for future use - Conduct thorough heuristic evaluations using established principles - Organize findings through affinity clustering - Prioritize improvements using importance/difficulty analysis - Create actionable improvement roadmaps - Build skills in systematic usability evaluation

> **Materials Required**
>
> - **Heuristic Review Kit**: Heuristic checklists, severity scales, review templates - **Clustering Supplies**: Sticky notes (multiple colors), clustering boards - **Matrix Materials**: Large matrix templates, evaluation criteria cards - **Planning Tools**: Roadmap templates, timeline materials - **Products to Review**: Access to 2-3 products/prototypes for evaluation

Pre-Workshop Checklist

- Room setup complete with tables arranged for group work
- All materials prepared and distributed
- Technology tested (projector, slides, timer)
- Participant list and name tags ready
- Refreshments arranged (if applicable)
- Backup activities prepared in case of time adjustments
- Emergency contacts and room information noted

Workshop Agenda

Time	Duration	Activity	Facilitator Notes
9:00 AM	10 min	**Activity**	Encourage networking. Have refreshments ready.
9:10 AM	10 min	**Activity**	Start and end sessions mindfully with brief personal sharing. Check-ins help people arrive mentally ...
9:20 AM	60 min	**Activity**	Get useful feedback instead of bikeshedding and opinions. Structured critique focuses discussion on ...
10:20 AM	15 min	**Activity**	Encourage networking. Have refreshments ready.
10:35 AM	45 min	**Activity**	Part of LUMA collection. *Visual prioritization using concentric circles of importance* Not everyt...
11:20 AM	50 min	**Activity**	Good feedback makes ideas better. Critique sessions provide structured ways to improve designs. The ...
12:10 PM	10 min	**Activity**	Quick democratic prioritization using voting dots. Each participant receives limited number of votes...
12:20 PM	10 min	**Activity**	Encourage networking. Have refreshments ready.

Facilitation Script

Opening (5-10 minutes)

SAY:

"Welcome everyone to the **Collaborative Design Validation**. I'm excited to have you here today. Over the next 4 hours, we'll be working together to [main objective]."

"Before we begin, let's go around and do quick introductions - your name, role, and one thing you're hoping to take away from today."

> **Facilitator Tip:** Arrive 15-30 minutes early to set up the space and greet early arrivers. This builds rapport and helps participants feel comfortable.

Setting Expectations

SAY:

"Let me share a few ground rules for our time together:

- Every idea is valid - there are no bad ideas in brainstorming
- Build on each other's ideas - use 'Yes, and...' thinking
- Stay present - phones away unless for an emergency
- Timebox discussions - I'll keep us on track
- Have fun - the best ideas come when we're relaxed and engaged

Any questions before we dive in?"

Closing & Next Steps (10-15 minutes)

SAY:

"As we wrap up, let's take a moment to reflect on what we've accomplished today."

"I'd like each person to share one key insight or takeaway from our session."

> **Facilitator Tip:** Capture action items on a flip chart or shared document. Assign owners and due dates for each action item before ending.

Post-Workshop Actions

- Send thank you email with workshop summary within 24 hours
- Share photos of artifacts (sticky notes, sketches, etc.)
- Distribute any promised resources or templates
- Schedule follow-up if needed
- Collect feedback via survey
- Document learnings for future workshops

Troubleshooting Guide

If Participants Are Quiet

- Use round-robin techniques to ensure everyone speaks
- Try silent writing exercises before group discussion
- Break into smaller groups of 2-3 people
- Ask specific individuals for their perspective

If Discussion Goes Off-Track

- Acknowledge the point and park it in a "Parking Lot"
- Redirect: "That's interesting - let's capture that and return to our focus area"
- Reference the agenda and time remaining

If Running Behind Schedule

- Shorten break times (but don't eliminate them)
- Combine related activities
- Move detailed discussions to follow-up sessions
- Be transparent with participants about time constraints

This script is a guide - adapt it to your audience and context