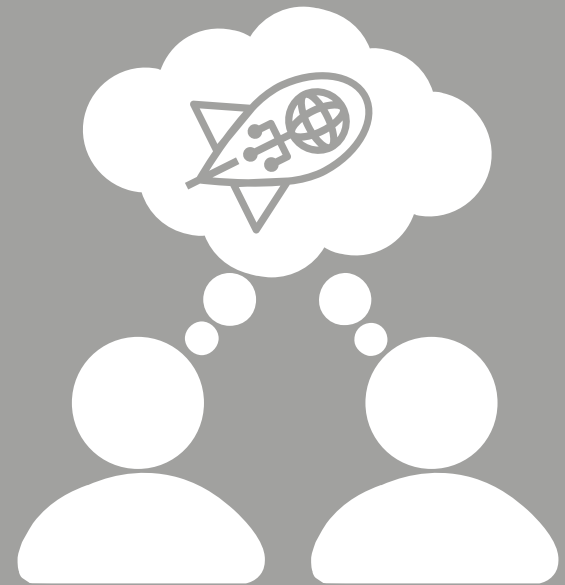


Strategic Futures

FACILITATOR'S GUIDE



Start	Headline	Time (minutes)	Content	Person responsible	Comments	Tech (online platform interaction option)
Before (optional preparation)						
Future Hearing Journeys report	Reflecting on the Future Hearing Journeys report	Minimum one hour review of report and to answer questions	<p>1) Recommended reading before Strategic Futures workshop:</p> <p>Future Hearing Journeys report which includes:</p> <ul style="list-style-type: none"> • Background (about the Ida Institute Future Hearing Journeys project) • Predicting future hearing trends (mapping future trends, scenarios) • Mining the data <ul style="list-style-type: none"> ○ 1 survey, 60 interview, 6 focus groups, and 2 workshops ○ The perspective of people with hearing loss ○ The clinician perspective ○ The education perspective ○ The industry perspective • Preparing for the future (getting ready for future realities) <p>2) Possible questions to email to participants before the Strategic Futures workshop:</p> <ul style="list-style-type: none"> • Which megatrends did you find most interesting and why? • Which hearing care trends do you think will impact you the most and why? • How did the different future scenarios challenge your thinking? Write 2-3 sentences. 		<p>To harvest initial reactions to the report and encourage reflection.</p> <p>To ensure everyone is on the same page</p> <p>To provide context and set expectations</p>	<p>Send email to participants with:</p> <ul style="list-style-type: none"> • Link to Future Hearing Journeys project information <p>Future Hearing Journeys project information: http://www.idainstitute.com/ida_community/future_hearing_journeys</p> <ul style="list-style-type: none"> • Link to Future Hearing Journeys report <p>Future Hearing Journeys report: https://idainstitute.com/fileadmin/user_upload/Future_Hearing_Journeys/Report_V1/</p> <ul style="list-style-type: none"> • PDF of the scenarios matrix and four scenarios with narratives (link on website 'Explore the future of hearing care' under 'additional resources')

			3) Print/email PDF of the scenario matrix and four scenario with narratives			
During (tech option)						
-00:15	Pre	15	<ul style="list-style-type: none"> Meeting opens 15 mins in advance for people to arrive and connect their camera and sound OR to set up the room for the number of participants attending and any relevant handouts. 		<p>Facilitator:</p> <ul style="list-style-type: none"> Open Strategic Futures workshop PPT Set up room Optional: for those attending the series in-person, print out and prepare PDF of scenarios matrix, scenario narratives and illustrations for their reference throughout the series (link on website 'Explore the future of hearing care' under 'additional resources') 	<p>Tech facilitator:</p> <ul style="list-style-type: none"> Open online meeting Admit all participants Give host/s co-host rights Facilitator to share screen with PPT Optional recording function with necessary permission required from participants Ensure captioning is available to participants

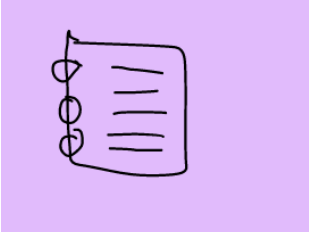
Strategic Futures workshop commences: Introduction to Strategic Futures workshop (30 minutes)						
00:00	Welcome	5	<ul style="list-style-type: none"> Welcome and agenda Background: about Ida Institute, PCC and the Future Hearing Journeys project Brief reminder about the group agreement 		Show of hands for group agreement	Online poll/chat function for group agreement
00:05	Framing the problem	2	<ul style="list-style-type: none"> Voices from hearing care: insights from people with hearing loss, academia, and professionals about the challenges facing the audiology sector in the future 		Share video.	Play video/check audio.
00:07	Collecting data	1.30	<ul style="list-style-type: none"> A survey infographic and overview of data collected in the Future Hearing Journeys project 		Please refer to the Future Hearing Journeys report for more information about the data for your stakeholder group of interest.	
00:08	Choose the insights from your stakeholder group of interest	2	Facilitator chooses the PPT slides which reflect the interests of the group. Information includes top three wishes and worries, highlighted quotes, and information from the survey from your stakeholder group of choice. All insights provided to facilitate discussion.		Facilitator to choose one stakeholder group of interest to use for reflection activity (people with lived experience of hearing conditions, hearing care professionals, academia, industry).	Choose relevant slides for your stakeholder group of interest.
00:10	Reflection: Any surprises?	15	<p>Round of discussion:</p> <ul style="list-style-type: none"> What surprises you about the insights? Facilitator prompts: Do the wishes resonate with you? Why/why not? Do the worries resonate with you? Why/why not? What could these insights mean for our organization? 		<p>Facilitator will ask the questions and take notes if the group wants to capture their discussion.</p> <p>Facilitator prompts: Do the wishes resonate with</p>	<ul style="list-style-type: none"> If you have a larger group, you can break participants into smaller groups. This can also be done in online meetings

			<ul style="list-style-type: none"> • Online polling: Vote for the top risk and opportunity affecting your organization • Summary by facilitator 		you? Why/why not? Do the worries resonate with you? Why/why not?	<p>such as Zoom and Teams</p> <ul style="list-style-type: none"> • Set timer • Asking each group to vote for their top wish/worry is one possible interactive activity which can also be done online • 'Breakout rooms' can be used for larger groups • Online polling to vote for the top risks and opportunities
00:25	Scenario planning: Copenhagen Institute for Futures Studies	2	Tamira Snell talks about the benefits of scenario planning when looking towards the future.		The following section provides brief context for discussions about future scenarios for those who haven't read the report.	Play video/check audio.
00:27	Scenario matrix	1.30	Understanding how the scenario matrix led to the four scenarios			
Part 2 (30 minutes total)						
00:00	In Tech We Trust	2	<ul style="list-style-type: none"> • Scenario animation: In Tech We Trust 		Introduction to scenario animation	Play video/check audio
00:02	Reactions from people with lived experience and peers	3	Collection of reactions to the scenario in the forms of quotes from people with lived experience of hearing conditions, and voices in hearing care			
00:05	Discussion about scenario	20	<p>Round of discussion:</p> <ul style="list-style-type: none"> • What would be an opportunity in this scenario? (10 mins) 		Facilitator will ask the questions and take notes	<ul style="list-style-type: none"> • If you have a larger group, you can break participants

	Small group breakout virtual rooms/meeting rooms option		<ul style="list-style-type: none"> What would create high uncertainty in this scenario? (10 mins) <p>Take comments in plenary discussion</p>		<p>if the group wants to capture their discussion.</p> <p>Facilitator sets timer.</p>	<p>into smaller groups. This can also be done in online meetings such as Zoom and Teams</p> <ul style="list-style-type: none"> Set timer Asking each group to vote for their top wish/worry is one possible interactive activity which can also be done online Software such as MURAL or MIRO can be used to capture the group's comments online
00:25	Summary	5	<p>Vote: What will have the greatest impact on your organization in this scenario?</p> <p>Summary of discussion by facilitator</p>		<p>Show of hands for the poll in-person</p>	<ul style="list-style-type: none"> Set up poll Use chat function
Part 3 (30 minutes total) and 5 minute break						
00:00 to 00:30	Introduction to Smart Health Society	30	<ul style="list-style-type: none"> Scenario animation: Smart Health Society Please refer to the process for Part 2 			Please refer to the process for Part 2.
	Break	5	Short break			
Part 4 (30 minutes total)						

00:00 to 00:30	Introduction to Our Wish is Your Command	30	<ul style="list-style-type: none"> Scenario animation: Our Wish is Your Command Please refer to the process for Part 2 			Please refer to the process for Part 2.
Part 5 (30 minutes total) and 5 minute break						
00:00 to 00:30	Introduction to Happy Days	30	<ul style="list-style-type: none"> Scenario animation: Happy Days Please refer to the process for Part 2 			Please refer to the process for Part 2.
	Break	5	Short break			
Part 6 (30 minutes total)						
00:00	What will your focus points be?	5	<p>Participants are asked to look at what they voted as having the greatest impact on the organization from the scenarios, and to select the top three points they want to focus on going forwards to prepare their organization for the future (poll). (2 mins)</p> <p>Take comments in plenary discussion. (3 mins)</p>		<p>Facilitator to pre-prepare list of items voted for as having the greatest impact on the organization in each scenario from previous discussions.</p> <p>Pen and paper needed for participants for the following activities.</p> <p>Show of hands to vote for three focus points.</p>	<ul style="list-style-type: none"> Set timer Asking each group to vote for their top focus points is one possible interactive activity which can also be done online
00:05	Making the change happen: Setting goals	15	<p>Participants look at their chosen focus points and consider which actions are required for each point to happen. (10 mins)</p> <p>Take comments in plenary discussion. (3 mins)</p> <p>Participants write down a time goal for each action item. (2 mins)</p>		<p>Facilitator to prepare focus points as chosen by the participants.</p> <p>Participants can work individually, in pairs, or in small groups.</p>	<ul style="list-style-type: none"> If you have a larger group, you can break participants into smaller groups. This can also be done in online meetings

						such as Zoom and Teams
00:20	Imagine the future	5	<p>Participants will now have a plan for goals to implement change, including: what they want to do, how, and when.</p> <p>Participants are asked to imagine their future practice once they have implemented these changes. (5 mins)</p>		<p>Facilitators to prompt participants to imagine the future after taking action on the three focus points.</p> <p>Participants can work individually, in pairs, or in small groups.</p>	
00:25	Wrap-up	5	<p>Tweet the Ida Institute with your feedback about the workshop and how you're preparing your organization/clinic/team for the future of hearing care!</p>		<p>Note to facilitator: To measure progress, use the Ida Institute Change Guide: https://idainstitute.com/tools/change_guide/</p>	
After Strategic Futures workshop						

Online form	(Optional) Evaluation	5	SurveyMonkey form to evaluate Strategic Futures workshop (please contact Ida Institute: contact@idainstitute.dk) Contact us on social media and let us know your thoughts on Twitter (@IdaInstitute). We would love to know what you think about the future of hearing care and the Strategic Futures workshop!			 Evaluation
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