



2h 00m

PLENUM AND
SMALL GROUPS

DESCRIPTION

This activity guides you in setting up a system for mapping and tracing relevant developments within your environment. It may be helpful to note information about your environment or the context of your work (e.g. changes in target group needs, changes in access to funding) which may help to reveal potential risks: which kinds of information do you already have and which do you still need?



PREPARATION

None



MATERIALS

- Figures (3 per person)
- Flip Chart
- Markers



TOOLS

- Background Paper:
Weak Signals (02)



GROUNDWORK

ENVIRONMENTAL SCANNING

STEP 1 **IN PLENUM:**


Brainstorm all possible external developments that can be relevant to the success of your work. Make a list of these developments on the flip chart. Some types of external developments to consider: shifting needs of target groups, new funding opportunities, developments in competitor and partner landscapes, innovation, and new approaches in the field. Select the top 10 developments by placing dots or figures (up to 3 per team member). **[30 MIN]**

STEP 2 **IN SMALL GROUPS:**

Analyze how you currently gather information on these developments and what else you could do to enable more effective monitoring. **[30 MIN]**

STEP 3 **IN PLENUM:**

Share the suggestions of how to improve monitoring from the small groups. Decide on a set of concrete actions to establish an integrated scanning system. **[30 MIN]**

STEP 4 Review **Weak Signals (02)**  and discuss how you can make sure that relevant developments are not filtered out, but instead are recognized as relevant opportunities or risks at an early stage. **[30 MIN]**



FOLLOW UP

After deciding on an integrated scanning system, you need to think about how to implement it. Doing something you haven't done before usually requires some effort: new habits, possibly new skills, and an investment of time and energy (which usually means you should do less of something else).