

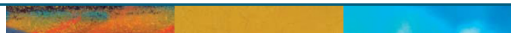
WORKSHOP GUIDELINES



3 FUTURES

for South Africa





Dear facilitator,

Thank you for your willingness to host a conversation on the Dinokeng Scenarios. The purpose of the Dinokeng process is “to create spaces for open, reflective and reasoned strategic conversation among South Africans about possible futures for the country, and the opportunities, risks and choices these futures present.”

1. INTRODUCTION

The presentations and workshops for organisations and communities are an opportunity for people to think and talk about South Africa’s present and future, and how they will be impacted by and will impact that future.

Please refer to attached **Fact Sheet** for a summary of the scenarios, for further information you can refer to the website www.dinokengscenarios.co.za the site has the latest available material (e.g. the DVD, summary book etc.)

The Dinokeng Scenarios are intended to stimulate open conversations among South African leaders and citizens; they are not intended to advocate for particular ideologies or policies. The Dinokeng process was run as a public domain exercise to contribute to South Africa, hence Dinokeng presentations and workshops should be undertaken on a non-partisan and not-for-profit basis. The Dinokeng materials may be freely reproduced but must not be modified. Presentations and workshops should be offered at no cost to the participants to ensure accessibility for all who are interested, and only materials provided by the Dinokeng Secretariat should be used in these events.

2. PRESENTATION AND WORKSHOP REQUIREMENTS:

What you need to host a presentation or workshop:

1. A basic venue set up with moveable chairs
2. Materials requirements include: a flipchart, markers, stickers for nametags, a DVD player, and a television or a data projector and screen *
3. Handouts to be distributed as instructed in the Facilitator Programme

For cases where the venue does not have electricity, the kit includes hard copies of the presentation to be photo copied for participants.

3. OVERVIEW OF THE WORKSHOP

Please refer to the Facilitator Programme for notes on how to facilitate the workshop process. This process has been designed to be informative, inclusive and personal. The outcome is not to necessarily reach consensus, but rather to use the scenarios to start a conversation that will inform individuals and perhaps collective action. The role of the facilitator is therefore:

1. To keep the programme moving, and keep to time
2. To offer clear instructions
3. To support individuals or groups who are stuck, and clarify when needed
4. To encourage all to have an opportunity to share their thoughts and insights

* The presentation CD is compatible to DVD or PC/laptop, any one of these options will suffice



4. FEEDBACK PROCESS

Copies of the evaluation form are included in the kit; these will provide the Dinokeng team with valuable insights into how your organisation or community responded to the workshop and what next steps, if any, participants, separately or collectively, intend to take. At the bottom of the evaluation form, participants are invited to provide their details to continue the conversation.

The feedback forms can be posted, faxed or scanned and sent back to the Dinokeng Secretariat.

Wishing you a fruitful workshop.

Regards,
The Dinokeng Secretariat



DINOKENG FACILITATORS PROGRAMME: 4-hour workshop on scenarios

OBJECTIVES:

The objectives of this workshop are for the participants to:

1. Understand the essence of the three Dinokeng scenarios;
2. Think through the implications of these scenarios: for the country, for their organisations, for their communities, and for themselves personally; and
3. Think through their own next steps

| TIME (duration) | SESSION DESCRIPTION | SESSION PURPOSE | ROOM SET UP |
|-----------------|---|--|--|
| 15 minutes | Welcome and introductions: The facilitator welcomes everyone, and explains the objectives and overview of the workshop. The final page of the scenarios booklet outlines the purpose of the scenarios, which the facilitator can refer to if necessary. | To present objectives and why this workshop is taking place. | Flat floor room with moveable chairs |
| 30 minutes | Facilitator asks everyone to share briefly: What questions am I asking myself about the future of South Africa? (If over 40 people, this might need to be done in smaller breakout groups). | To get participants thinking about the relevance of these scenarios. | Same as above |
| 30 minutes | Presenting the scenarios (DVD presentation) | Details of the Scenarios | Same as above |
| 20 minutes | Exercise 1: Ask the bigger group to divide into smaller groups of 3. They can move their chairs around to face one another. The facilitator explains that the seeds of all three of these scenarios of the future <i>already</i> exist in the present, and asks the group to discuss the following question: What evidence/signs/headlines of Walk Apart? Of Walk Behind? Of Walk Together do you already see, now? | To ground the scenarios in what is currently happening around us. | Chairs moved to accommodate for small group discussion |



| TIME (duration) | SESSION DESCRIPTION | SESSION PURPOSE | ROOM SET UP |
|----------------------|--|--|--|
| 10 minutes | The facilitator asks some volunteers to share their insights to the question with the larger group. | To share some insights amongst the bigger group. | |
| 15 minutes | BREAK | | |
| 15 minutes | Exercise 2: Individuals fill out initial thoughts on Worksheet 1, which will be distributed by the facilitator. These worksheets are for participants to keep, they do not need to be returned. | For participants to reflect on the implications of these scenarios | Sitting anywhere in the venue |
| 30 minutes | In groups of 3 again, participants share with one another what they have written on their worksheets and why. | To have a conversation about the implications of these scenarios on a personal, organisational and national level. | Groups of about 3 |
| 30 minutes | Exercise 3: Facilitator distributes Worksheet 2. Participants fill in and discuss their answers with their small groups. | To reflect on what personal challenges and choices these scenarios present to participants. | Participants can sit anywhere in their small groups. |
| 15 minutes | Group returns back to the big group to share feedback from the previous exercise: Ask each person to turn to their neighbour and share: What are you seeing that you didn't see before? What is your next step? | To have participants discuss what their insights and next steps are. | Chairs in a circle |
| 15 minutes | Invite some volunteers to share their answers. (Facilitator to share that the purpose of this workshop is not about reaching consensus but to start the conversation outside the workshop) | | Chairs in a circle |
| 15 minutes | Fill out evaluation form and departure | | Chairs in a circle |
| TOTAL 4 hours | | | |



Frequently Asked Questions for Facilitation:

1. How big can the group be?

Anything from 10 up to a thousand people can participate in the workshop as long as you have the right facilities for people to have small group conversations. This requires movable chairs and enough space for people to break into smaller groups.

2. What if we have less than 4 hours?

The best guidance for using the time is to apply the objectives of the workshop outlined in the programme. It is most useful to the process if all the objectives are met in some way. Look at what in the programme can be shortened; however it is important that the DVD presentation to be played in its entirety. The facilitator can be creative to modify the reflective exercise as needed for the group.

3. How can I find out more about scenarios?

See website www.dinokengscenarios.co.za for more information

4. How many facilitators are needed for each presentation?

The workshop can be facilitated by one person, regardless of the size of the group. However, a few support people do help with coordination if it is a large group, although this is not necessary.

5. What experience does one need to facilitate Dinokeng conversations?

Experience as a facilitator is valuable but anyone who works with communities or groups would be able to facilitate the workshop. The facilitator programme provides a detailed explanation of how to facilitate the workshop, and what each activity entails. The facilitator should familiarise themselves with the scenarios through reading the scenarios report, available online.

6. Is material copy written?

The material is freely available and can be copied for public use, however the material is not for sale and cannot be amended when reproduced. Appropriate reference and acknowledgements are to be made to Dinokeng Scenarios and the Dinokeng Scenario Team.

7. How do people from the group stay in touch

Participants can provide their details in the evaluation form to stay in touch with the Dinokeng Secretariat.

8. How do I need to prepare as a facilitator?

You need to read through the material provided in the Dinokeng facilitator kit and the Dinokeng Scenarios report available online, and make sure you are familiar with both the content and the process of the workshop.



SCENANARIO WORKSHOP PROGRAMME

- Welcome and introductions
- Presentation and discussion of the scenarios
- BREAK
- Discussion (individual, small group, and then whole group) of the implications of the scenarios
- Closure
- Feedback and departure



WORKSHEET 1:

Any of these three scenarios *might* occur. If **Walk Apart** occurred, what opportunities and threats would it present for you personally, for your organisation, and for South Africa? If **Walk Behind** occurred? If **Walk Together** occurred?

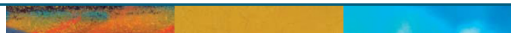
| Opportunities and Threats | Walk Apart | Walk Behind | Walk Together |
|---------------------------|------------|-------------|---------------|
| For South Africa | | | |
| For my organization | | | |
| For me personally | | | |



WORKSHEET 2:

Sitting here in 2009, we don't know which of these three scenarios (or others) will occur. What key challenges and choices do these possible futures present now for you personally, for your organisation, and for South Africa?

| | Key Challenges and Choices Faced Now |
|---------------------|--------------------------------------|
| For South Africa | |
| For my organization | |
| For me personally | |



WORKSHOP FEEDBACK FORM

| | |
|-------------------------|--|
| Date: | |
| Location: | |
| Convener & Facilitator: | |

1. What were your key insights or learning from this workshop?

2. What would you like to do to take this conversation forward?

3. What worked in this workshop?

4. What could be improved about the workshop?



5. Would you like to continue to be involved in Dinokeng activities? Y/N

If yes please provide your details:

Name: _____

Email: _____

Cell phone number: _____

Thank you for your contribution!