

PREP	Workshop Question: This is the question the workshop will strive to answer; what the group wants to learn	
	Rational Aim: This is what the group needs to know at the end of the workshop; a product or a decision.	Experiential Aim: This is the intended impact of the workshop or what the group will experience; how the group is different as a result of the workshop.

	Context	Brainstorm	Cluster	Name	Resolve
Leading the ToP Consensus Workshop	<ol style="list-style-type: none"> 1. Set the purpose or aim of the workshop. 2. Clarify the workshop question. 3. Outline the process and timing. 4. Lead the group through a focused conversation (Objective, Reflective, Interpretive, and Decisional-level questions) 	<ol style="list-style-type: none"> 1. Have the participants answer the workshop question individually: come up with 10 words or phrases that evoke this feeling, star the ones they like the most. 2. Have them star the one they like best 3. Go around the room and get everyone's idea. Write it in their words on the flip chart 	<ol style="list-style-type: none"> 1. Give the first item a symbol (like a star or circle) 2. Ask if the 2nd item is the same or different. Symbol accordingly. 3. Work down through the list, placing symbols based on their similarity to other ideas 4. Continue until all ideas have symbols; some might have more than one at this point 	<ol style="list-style-type: none"> 1. Draw all the symbols on a second sheet of the flip chart 2. Read all the items with a symbol. Ask what the group of ideas should be called – refer back to the workshop question and how the ideas answer it. 3. Write the name on the flip chart. 4. Continue until all the groups are named 	<ol style="list-style-type: none"> 1. Read the names of the groups out loud 2. Discuss as a group 3. Decide next steps

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