

## TOOL DESCRIPTION

# Alignment Workshop



## The Alignment Workshop taps into the power of large groups and enables the alignment of key people.

With a large number of participants, broadly mobilizing those affected by a change project and its goals is just as challenging as communicating and anchoring the concepts and implementation plans. The question is how to actively involve many stakeholders efficiently so that:

- a sense of involvement is created,
- essential project content and results are actively communicated to a wider circle of key people, and
- those affected understand what is at stake, how the change will affect each individual and how they can actively participate.




Emotional participation and commitment arise through dialogue, active debate and the dynamics of the large group (as opposed to anonymous and passively consumed PowerPoint presentations). For change to be successful, the "key people" in the organization must be won over. This group is usually much larger than those directly involved in the project.

By using the Alignment Workshops tool, you can ensure that the project is examined intensively from all relevant aspects and perspectives. Intensive dialogue is facilitated by small groups in which people talk about the things that move them (marketplace, delegate discussion).

Three half-day events and the level of participation ensure that the energy is maintained and that the necessary "momentum" is created.

Duration	Participants	Facilitation
3 h per workshop	large group workshops with all key people in the organization	workshop materials based on concrete workshop design

# Alignment Workshop | Process

<b>Alignment workshop 1 – create concern</b> 3 h 	<b>Alignment workshop 2 – identify solutions</b> 3 h 	<b>Alignment workshop 3 – anchor results</b> 3 h 
<p>In the first large group workshop, the aim is to awaken a sense of concern.</p> <p>The design consists of the following elements:</p> <ul style="list-style-type: none"><li>• Presentation of the reason for and objectives of the project.</li><li>• Dialogue with the management.</li><li>• Key points of the project.</li><li>• Evaluation and feedback from participants.</li></ul>	<p>In the second large group workshop, the aim is to initiate the connection to sub-projects.</p> <p>The design consists of the following elements:</p> <ul style="list-style-type: none"><li>• Project overview.</li><li>• Marketplace of the sub-projects (poster presentation and dialogue).</li><li>• Processing and feedback, input from participants (delegate discussion).</li></ul>	<p>In the third large group workshop, the aim is to anchor the results.</p> <p>The design consists of the following elements:</p> <ul style="list-style-type: none"><li>• Overview of results.</li><li>• Marketplace of the sub-project results.</li><li>• Review, feedback and impetus for implementation.</li><li>• "Step into the future".</li></ul>