

# Innovation at Work

## CATALYST PREPARATION SHEET

### Do this in the week before the session

## SET EXPECTATIONS WITH ATTENDEES

1. Invite your team/colleagues to two 60-90 minutes sessions. The two sessions can be done in two separate meetings (each 60-90 minutes) or one meeting (of 2-3 hours). If you are conducting an Ideation workshop, schedule two 60-minute meetings (or one 2 hr. meeting). If you are conducting a Prototyping workshop, schedule two 90-minute meetings (or one 3 hr. meeting).

**2. Let them know this is going to be different than a typical meeting.** They should come ready to jump in and try things. No laptops. It will be active, fast-paced, structured, and fun!

They will learn and practice new design tools and then apply these tools to real work challenges.

## FOR THE SECOND SESSION: GIVE PREWORK TO ATTENDEES

In the second session of each topic (Ideation, Prototyping) attendees will apply tools to a real project.

Make sure each attendee has the prework sheet, so they come in having thought about challenges they want to tackle. Typically you would give them the prework at the end of the first session.

If the session is for your immediate project team (all working together), then you may choose the topic you want everyone to work on. If so, give direction on how you want them to do the prework.

### Do this the day of the session

## GATHER MATERIALS

1. Print the worksheet packets (A3 or 11"x17", single-sided) for your session. (Note there is one packet for the "Practice" session and one for the "Application" session.) Print one worksheet packet for every two people.

2. Print one prework assignment sheet for each person (to be given at the end of "Practice" session).

3. Set aside a felt pen (Sharpie, e.g.) and a sticky note pad for each person. Get some tape.

4. Cue up the Innovation at Work videos and make sure your projector and sound is working.

5. For Prototyping sessions, gather basic materials: paper, markers, clips, tape, aluminum foil, and anything else you want.

## SET SPACE

**Active posture:** Set space for people to act and move. Get people more upright (stools ideal!); avoid large, armed office chairs.

**Collaboration orientation:** People will work in pairs. Set up so the two people in each pair sit next to each other (not across a table) and have some space to stand and build.

If at all possible: remove excess chairs and large conference tables; disrupt the norms for a typical meeting.