

| Start | Duration | Phase | WHAT | Method |
|--------------|----------|-----------------------------|--------------------|-----------------------|
| 12:00 | 01:00 | PHASE 0 | Prepare Room | |
| 13:00 | 00:15 | PHASE 1: WELCOME | Welcome & Goals | |
| 13:15 | 00:15 | | Check-in | |
| 13:30 | 00:15 | | Warm Up | Desert Island |
| 13:45 | 00:30 | PHASE2: | Groupwork | Harbor Café |
| 14:15 | 00:15 | EXPLORE | Share/Consolidate | |
| 14:30 | 00:15 | BREAK | | |
| 14:45 | 00:05 | PHASE3: IDEATE | Explain next steps | |
| 14:50 | 00:40 | | Ideation | Brainwriting/Storming |
| 15:30 | 00:30 | | Ideaposter | Ideaposter |
| 16:00 | 00:30 | PHASE4: | Share/ Consolidate | |
| 16:30 | 00:30 | CLOSING | Closing | Barometer |
| 17:00 | | END | | |

Note: This is a backstage agenda to prepare your workshop. You can adjust the timeline according to your needs. It is not intended to be shared with participants.

| MATERIAL |
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| FlipChart, NameTags |
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| Template, Post-It, Pens |
| Template, Post-It, Pens |
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| Template, Post-It, Pens |
| Template, Post-It, Pens |
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| Template, Sticky Dots |
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