

AFT-Optimal Futures

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Facilitation Script

AFT-Optimal Futures

Category: Strategy | Duration: 4 hours | Participants: 6-12

Workshop Overview

At the third phase of Actionable Futures, our purpose is to build the world we want on the two previous phases. We will still work in the future, but it is a good idea to slowly descent the narrative towards concrete questions. What does this mean, and how do our futures manifest themselves today, tomorrow and beyond? **3A – Vision of the future Based on previous, write down the ideas for the futures we want to arrive in. These act as seeds for concepts and can be as wild as you'd like. **3B – Five star futures What does the optimal future look like? How about a one star version of it? What's a middle ground that would qualify as an MVP? What does success look like at each stage? **3C – Urgency Matrix Map your five-star futures on this chart. Which ones are important to the future of your organization and industry? Which are high value and low cost? **3D – North stars

Workshop Objectives

Learning Outcomes

- Explored multiple possible futures - Identified emerging opportunities and threats - Strategic insights for long-term planning

Materials Required

Sticky notes, markers, whiteboard

Pre-Workshop Checklist

- Room setup complete with tables arranged for group work
- All materials prepared and distributed
- Technology tested (projector, slides, timer)
- Participant list and name tags ready
- Refreshments arranged (if applicable)
- Backup activities prepared in case of time adjustments
- Emergency contacts and room information noted

Workshop Agenda

Time	Duration	Activity	Facilitator Notes
9:00 AM	10 min	Activity	Encourage networking. Have refreshments ready.
9:10 AM	45 min	Activity	Vision seeds: Describe the ideal futures we want to arrive in. Be as wild and imaginative as you lik...

9:55 AM	75 min	Activity	Rate each future vision: What does a 5-star optimal version look like? A 1-star version? What's the ...
11:10 AM	15 min	Activity	Encourage networking. Have refreshments ready.
11:25 AM	35 min	Activity	Map five-star futures on importance/urgency axes. Identify high-value, low-cost opportunities for yo...
12:00 PM	45 min	Activity	Define the guiding north star metrics and vision that will anchor your futures work going forward....
12:45 PM	15 min	Activity	Encourage networking. Have refreshments ready.

Facilitation Script

Opening (5-10 minutes)

SAY:

"Welcome everyone to the **AFT-Optimal Futures**. I'm excited to have you here today. Over the next 4 hours, we'll be working together to [main objective]."

"Before we begin, let's go around and do quick introductions - your name, role, and one thing you're hoping to take away from today."

Facilitator Tip: Arrive 15-30 minutes early to set up the space and greet early arrivers. This builds rapport and helps participants feel comfortable.

Setting Expectations

SAY:

"Let me share a few ground rules for our time together:

- Every idea is valid - there are no bad ideas in brainstorming
- Build on each other's ideas - use 'Yes, and...' thinking
- Stay present - phones away unless for an emergency
- Timebox discussions - I'll keep us on track
- Have fun - the best ideas come when we're relaxed and engaged

Any questions before we dive in?"

Closing & Next Steps (10-15 minutes)

SAY:

"As we wrap up, let's take a moment to reflect on what we've accomplished today."

"I'd like each person to share one key insight or takeaway from our session."

Facilitator Tip: Capture action items on a flip chart or shared document. Assign owners and due dates for each action item before ending.

Post-Workshop Actions

- Send thank you email with workshop summary within 24 hours
- Share photos of artifacts (sticky notes, sketches, etc.)
- Distribute any promised resources or templates
- Schedule follow-up if needed
- Collect feedback via survey

- Document learnings for future workshops

Troubleshooting Guide

If Participants Are Quiet

- Use round-robin techniques to ensure everyone speaks
- Try silent writing exercises before group discussion
- Break into smaller groups of 2-3 people
- Ask specific individuals for their perspective

If Discussion Goes Off-Track

- Acknowledge the point and park it in a "Parking Lot"
- Redirect: "That's interesting - let's capture that and return to our focus area"
- Reference the agenda and time remaining

If Running Behind Schedule

- Shorten break times (but don't eliminate them)
- Combine related activities
- Move detailed discussions to follow-up sessions
- Be transparent with participants about time constraints

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This script is a guide - adapt it to your audience and context