

# AFT-Worldbuilding

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## Facilitation Script

## AFT-Worldbuilding

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

### Workshop Overview

The first concrete phase of Actionable Futures Toolkit is worldbuilding. In this phase we use three slightly modified foresight and strategy tools to imagine what is the world like our futures inhabit. \*\*1A – Playground What is the future playground like? Who or what are the products, service, companies, initiatives or ideas dominant at the market of our future? \*\*1B – System actors Who are the actors in our future? Who gets to decide, who drives the change and who are the ones being affected by all this? \*\*1C – Motivations Identify the external forces affecting the future world we are building. What are the trends and forces driving the change in for example the politics and what are the incentives driving technology? What about ethics?

### Workshop Objectives

#### Learning Outcomes

- Hands-on experience with proven design methodologies - Actionable outputs ready for immediate application - Enhanced team collaboration and communication skills - Shared understanding and alignment across participants - Practical tools and techniques for future use

### 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	5 min	Activity	Encourage networking. Have refreshments ready.
9:05 AM	30 min	Activity	Explore and define the conceptual playground for your futures work....

9:35 AM	30 min	Activity	Identify and map the key actors in your future system....
10:05 AM	15 min	Activity	Encourage networking. Have refreshments ready.
10:20 AM	60 min	Activity	Explore and document the motivations driving each actor in the system....
11:20 AM	15 min	Activity	Encourage networking. Have refreshments ready.

## Facilitation Script

### Opening (5-10 minutes)

SAY:

"Welcome everyone to the **AFT-Worldbuilding**. 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