# Agile Methodology Workshop

Facilitation Script

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# Agile Methodology Workshop

**Category:** Design Thinking │ **Duration:** 1 day │ **Participants:** 6-12

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**Workshop Overview**

Introduction to Agile principles and Scrum framework.

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## Workshop Objectives

Understand and implement Agile methodologies in your team.

**Learning Outcomes**

Team charter, sprint backlog, working agreements Learn Agile principles, understand Scrum roles, practice sprint planning

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**Materials Required**

Laptop, projector, sticky notes

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## 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** | 15 min | **Activity** | Encourage networking. Have refreshments ready. |
| **9:15 AM** | 10 min | **Activity** | Start and end sessions mindfully with brief personal sharing. Check-ins help people arrive mentally ... |
| **9:25 AM** | 60 min | **Activity** | Create a living document that defines your team purpose, values, and working agreements. A team char... |
| **10:25 AM** | 15 min | **Activity** | Encourage networking. Have refreshments ready. |

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| 10:40 AM | 45 min | **Activity** | A user story is a short, simple description of a feature told from the perspective of the person who... |
| 11:25 AM | 35 min | **Activity** | A comprehensive scoring model that evaluates initiatives based on Reach, Impact, Confidence, and Eff... |
| 12:00 PM | 60 min | **Activity** | Encourage networking. Have refreshments ready. |
| 1:00 PM | 60 min | **Activity** | Set ambitious goals with measurable results that align your team and organization. OKRs help teams f... |
| 2:00 PM | 45 min | **Activity** | Clarify who does what on your team to eliminate confusion, reduce duplication, and ensure nothing fa... |
| 2:45 PM | 15 min | **Activity** | Encourage networking. Have refreshments ready. |
| 3:00 PM | 45 min | **Activity** | A structured approach to reflecting on what your team Liked, Learned, Lacked, and Longed for during ... |
| 3:45 PM | 35 min | **Activity** | A simple retrospective framework that translates workshop insights into concrete actions by identify... |
| 4:20 PM | 5 min | **Activity** | Quick consensus check using hand signals. Participants show 0-5 fingers to indicate agreement level ... |
| 4:25 PM | 20 min | **Activity** | Encourage networking. Have refreshments ready. |

## Facilitation Script

### Opening (5-10 minutes)

SAY:

"Welcome everyone to the **Agile Methodology Workshop**. I'm excited to have you here today. Over the next 1 day, 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."

## 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

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