

We have compiled these tips, based on our experience of using the tools when facilitating strategic foresight workshops.

**Tip 1.**  
**Invest time to ensure workshops are well-planned and well-facilitated**

We found it was important to start strategic foresight work by introducing foresight and explaining why we are using it, so participants understand the purpose and intentions of planning differently.

To get the best from using strategic foresight tools at workshops, the workshops must be well-planned and well-facilitated. Make sure you have enough facilitators for the group activities and, where possible, have a note taker that can support the main facilitator. A facilitator's briefing prior to the workshop will also ensure that all facilitators are well-prepared, understand the outcomes of the facilitation and are familiar with the logistics of the workshop on the day.

**Tip 2.**  
**Start by explaining strategic foresight and why it is useful**

Give everyone an opportunity to introduce themselves. If you run the workshop online, ask participants to turn on their video to encourage them to talk with other participants. To get the most from the group's collective intelligence, help everyone contribute to the discussion.

When possible, invite participants to speak to and elaborate on their contribution. Ask participants to write their ideas in complete sentences so that others can understand and learn from their insights.

People learn and communicate in different ways. It is important to cater for people who learn visually, those who learn by doing, those who like to speak and those who like to read and research information.

### Tip 5. Encourage participants to work as a group

### Tip 3. Plan to have diverse groups

Do not leave the composition of small groups to chance. Organise the groups in advance, so they include a diverse mix of participants in terms of their specialism, gender and seniority. Aim for a minimum of 10 participants when working in small groups, so the groups can have a robust discussion and hear diverse opinions and perspectives.

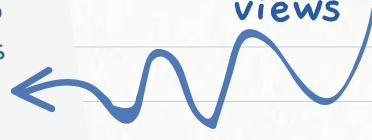
### Tip 4. Help participants to feel comfortable and contribute their ideas

Encourage participants to raise but disown their ideas. Once they raise an idea or make a comment it belongs to the group. Encourage participants to extend themselves, so they contribute thoughts that are beyond their professional experience and expertise.

Set ground rules and expected etiquette at the start of the workshop. Remind all participants to communicate kindly, listen to others and withhold judgement.

It is normal to have conflicting views, and even significant disagreement on an issue. Briefly and diplomatically describe the opposing arguments and record them both, using participants' own words, for all participants to see.

**Tip 6.  
Manage conflicting views**



**Tip 7.  
Be confident in your facilitation**



Embrace nervousness – it is normal and ok. It is also ok to make mistakes.

You are there to guide people. You do not need to have the right answers or be the expert. Futures is about guiding people to think differently and create different futures.

Your positivity and interest will also uplift the energy in the group. Smile while talking so it comes through in your voice.

**Tip 8.  
Have fun**

