

A template for planning a Futures Frequency workshop

THE NEED FOR FUTURES FREQUENCY

What is the reason for organising the workshop?
What need does the workshop meet?
What changes do you want the workshop to spark?

THE THEME OF YOUR FUTURES FREQUENCY AND ADAPTING THE METHOD

Will your Futures Frequency workshop follow the basic template or be focused on a specific theme?
Will you incorporate some other examples and materials into your Futures Frequency workshop?
Will you have the participants do a preliminary assignment?

THE GOALS OF FUTURES FREQUENCY

What are the goals of your Futures Frequency workshop?
What are the most important goals from the organiser's point of view?
What goal will you write in the invitation?

PRACTICAL ARRANGEMENTS

Date, time and the duration of the workshop?
Sending out the invitations?
How will the participants sign up?
Choices of technology: Zoom, Teams, Miro, Mural, etc.?

TARGET GROUPS

Who do you want to have as participants in your workshop?
Who do you want to be aware of the Futures Frequency workshop you will organise?
Who else is interested in it?
Consider what kind of mix of participants would bring many different perspectives to the table.

THE USE OF THE RESULTS AND THEIR IMPACT

Will the material produced during the workshop be used in some way, or is the emphasis on discussion and learning?
Is the workshop part of a broader process?
What would be the best possible thing to happen after the workshop?