Code of conduct

- We are all committed to supporting NGO and community boards and committees and their members, working towards the aim that all community groups and NGOs in Aotearoa are well governed.

- Co-design sprints provide an effective and inclusive way of working together focused on action.

- They allow for a group of people with a diverse range of skills and experiences to come together to collectively problem solve and create solutions and plans.

- All attendees are expected to show respect and courtesy to other attendees. All of us have much to offer.

- We commit to working together with a spirit of generosity, bringing an open mind and interest in listening to the ideas of others.

- We are focused on our collective aim, not on our specific needs and wants. We will bring our knowledge, expertise and passion into the room but commit to leaving our organisational hats at the door.

- All our communication and interactions will be professional, and of course harassment in any form will not be tolerated.

- Our sprints will be action focused. Our ethos will be that delivered and good is better than perfect. We are prepared to follow the process and be focused on action.

- If we have ideas that we have or seek to keep under our personal IP (especially for commercial reasons), we will signal this. Otherwise all ideas shared are considered collective commons, to be used and developed as part of the sprint process.

Mindsets

Mindsets for Co-design

A mindset is a way of being and thinking rather than a tool or method.

www.beyondstickynotes.com

Elevating the voice and contribution of lived experience

Too often we speak about people, instead of with them. Telling our story often isn't enough. Sometimes we want a seat at the table - we must make more seats available.

Valuing many perspectives

Understanding diverse views uncover the systemic causes of issues and overlooked resources within people, families, neighbourhoods, organisations and systems.

Curiosity

Deferring judgement to learn. Asking quality questions and resisting resting in our professional knowledge.

Learning through doing

Learning through doing is a preference for trying things out, over talking about them in meetings. It can move us out of *'planning paralysis'* and at the other end - avoid premature implementation.

Being in the grey

We need to grow our willingness to be uncomfortable, unclear and confused while learning and opportunities emerge.

Hospitality

Our capacity to care about and for others, be present ad pre-empt other's needs all affect the quality of our relationships. There is no Co-design without relationships.
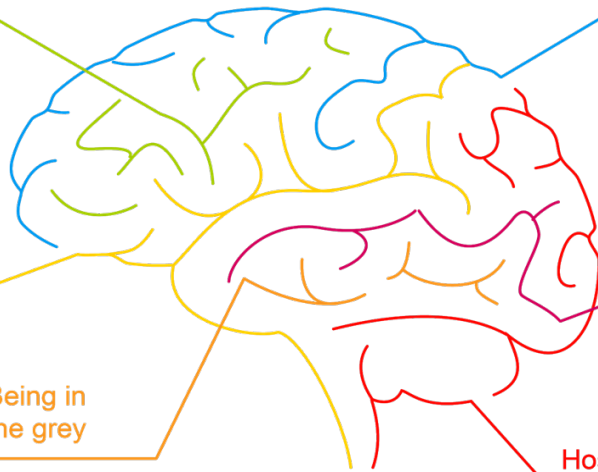
Brainstorming

- **Defer judgement**

  You never know where a good idea is going to come from. The key is to make everyone feel like they can say the idea on their mind and allow others to build on it.

- **Encourage wild ideas**

  Wild ideas can often give rise to creative leaps. In thinking about ideas that are wacky or out there we tend to think about what we really want, without the constraints of technology or materials.

- **Build on the ideas of others**

  Being positive and building on the ideas of others takes some skill. In conversation, we try to use 'and' instead of 'but'.

- **Stay focused on the topic**

  Try to keep the discussion on target, otherwise you can diverge beyond the scope of what you're trying to design for.

- **One conversation at a time**

  Your team is far more likely to build on an idea and make a creative leap if everyone is paying full attention to whoever is sharing a new idea.
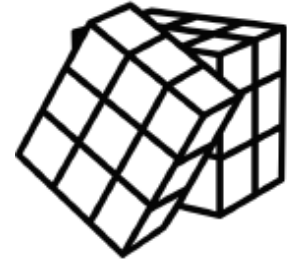
- **Be visual**

  In live brainstorms we write down on Post-its and then put them on a wall. Nothing gets an idea across faster than drawing it. Doesn't matter if you're not Rembrandt!

- **Go for quantity**

  Aim for as many new ideas as possible. In a good session, up to 100 ideas are generated in 60 minutes. Crank the ideas out quickly and build on the best ones.

The Challenge

How might we...

[write a compelling challenge statement that gives workshop participants a common purpose to co-design with]

- **Who will lead the actions?**

- **How will they be resourced?**
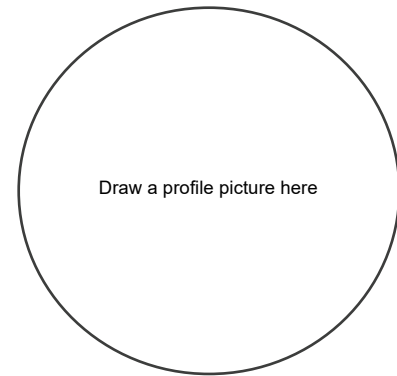
Persona #01

[brief description of the persona]

Name:

Age:

Gender:

Ethnicity:

Location:

[brief background blurb of the persona, using the key information above]

Draw a profile picture here

CHALLENGES

(What are some of their challenges?)

NEEDS

(What are their needs?)

PAIN – POINTS

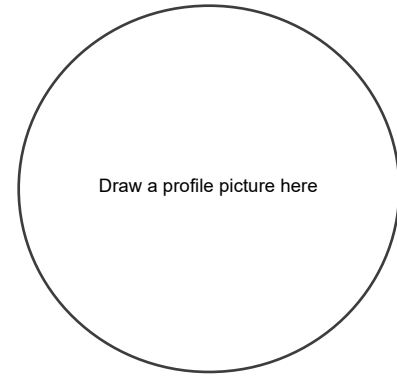(What are their pain points?)
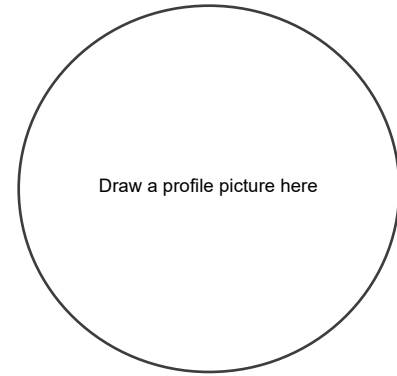
Persona #02

[brief description of the persona]

Name:

Age:

Gender:

Ethnicity:

Location:

[brief background blurb of the persona, using the key information above]

Draw a profile picture here

CHALLENGES

(What are some of their challenges?)

NEEDS

(What are their needs?)

PAIN – POINTS

(What are their pain points?)
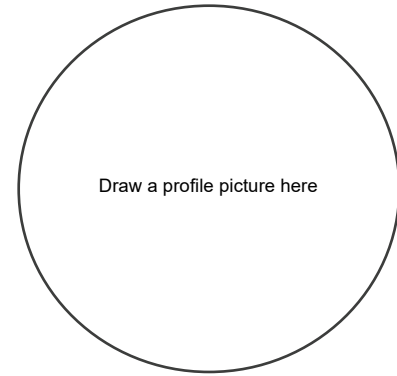
Persona #03

[brief description of the persona]

Name:

Age:

Gender:

Ethnicity:

Location:

[brief background blurb of the persona, using the key information above]

Draw a profile picture here

CHALLENGES

(What are some of their challenges?)

NEEDS

(What are their needs?)

PAIN – POINTS

(What are their pain points?)

Persona #04

[brief description of the persona]

Name:

Age:

Gender:

Ethnicity:

Location:

[brief background blurb of the persona, using the key information above]

Draw a profile picture here

CHALLENGES

(What are some of their challenges?)

NEEDS

(What are their needs?)

PAIN – POINTS
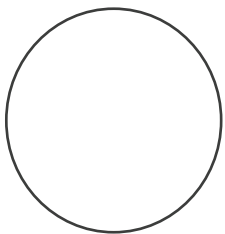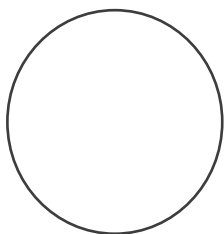
(What are their pain points?)

Future casting

In an ideal world, in 3-5 years time what does an ideal scenario look like for this persona?
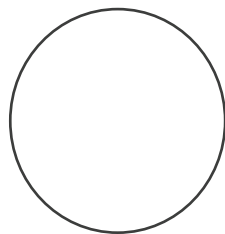
User journey

What are the key steps/milestones that need to happen in order for this particular persona to successfully achieve their full governance potential?
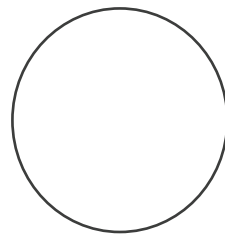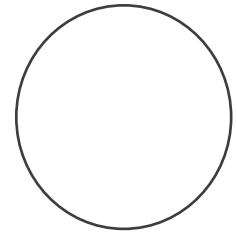
| step 1 | step 2 | step 3 | step 4 | step 5 |

Our prototype idea

Concept sheet / early prototype

Name of idea:	Brief description of idea:

For the persona #... (Describe the user)	**Idea similar to:**

Who needs ... (What are the users needs?)	**We provide ...** (Functional attributes of this concept)	**That benefits …** (Benefits of the concept

Our implementation plan

What action are you planning? (Describe your proposed action)	**Who will make the action happen?** (Who will lead the implementation of the action? Who will do the work?)	**How will it be resourced?** (How much $$? What skills are needed? How will the resource be secured?)	**Who needs to be influenced / informed to make the action happen?** (Who will do this? How will it be done?)

What does success look like?
(For who? How will you know you have achieved success? How will impact be measured?)

How will implementation of your action be sustained?