

# Facilitators' Cheat Sheet to Promote Quick Wins

*This facilitation cheat sheet provides tips for how to help individuals plan out quick win actions during collaborative meeting processes.*



## Example Questions to Generate Quick Wins

The following are example questions facilitators can use to help stakeholders generate quick win actions to pursue shared goals.

- What can you do within the next 3 months to help move this process forward?
- [If stakeholders say they don't think they have time to carry out action...] How can we break this action into a series of more feasible steps?
- Who else can partner to carry out these actions? How can we coordinate your actions?
- Let's plan out the specific details for this action...
  - What exactly needs to be done (e.g., what questions need to be asked, what materials need to be developed, etc.)?
  - Where?
  - With whom?
  - When?
  - How should this action be carried out (e.g., have staff ask clients questions during service visits, engage interns in helping to develop materials, etc.)?

## Example Questions to Help Everyone See Themselves as a Change Agent

Sometimes people may hesitate to volunteer for action because they don't feel they have the power to make change. The following questions can help stakeholders identify how they can become an actor of change – regardless of their role. These questions are adapted from Lipmanosicz & McCandless, 2013.

- What is your sphere of influence or area of responsibility related to \_\_\_\_\_?
- Where do you have the freedom and power to act?
- What actions would require no or only a few additional resources?
- Given the above, what are some quick win activities you can start to explore?

## ABLE Tips

### Facilitation Techniques to Grow Quick Wins

#### **Keep it feasible - break actions into small steps**

If you notice individuals hesitate to take on a quick win – it probably means the task needs to be broken down into smaller steps. Propose some ideas for how to break an action into more feasible next steps, or ask the group to help come up with realistic actions.

#### **Take advantage of current passions and problems**

When you notice someone has energy around tackling a particular issue, invite that person to brainstorm some immediate next steps – and encourage others to brainstorm as well. Ask if he or she would like to take a leadership role in moving the quick win forward. Assure the person they will get support along the way; make sure you have resources in place to provide that support.

#### **Have multiple groups tackle same strategy**

One powerful way to help provide people with encouragement to take on quick wins is to bring together groups to collectively tackle quick wins. Sometimes this can provide the incentive people need to get motivated.

#### **Encourage *fast failing***

Establish a norm that actions might not work the first time, and we will learn as we go. Sometimes the only way to learn about a system is through taking action to try and change it.

#### **Never leave an action unassigned!**

Whenever a quick win action idea is proposed, make sure someone takes responsibility to move it forward. Again, if people are hesitating to take on a quick win, break it down into more manageable steps and continue putting it on the agenda to ensure action continues forward.

#### **Reference**

Lipmanoscicz, J., & McCandless, K (2013). *The surprising power of liberating structures*. Seattle, WA: Liberating Structures Press.