

SPARK is a reflection tool to get your team thinking on the topic of inclusion, diversity and equity ! It allows for awareness raising, discussions and helping you design your road map for change.

TIME

SPARK is a half-a-day workshop: you will need a minimum of 2 hours. We recommend to include a 10 min break between step 2 and 3.

FACILITATION POSTURE

It's always better to keep a distance when you facilitate a difficult discussion. As a facilitator you not an expert, your role is to guide participants through the process. Pay particular attention to dominant/dominated positions, majority/minority... because contexts of communication are never neutral.

SUGGESTION: If you are uncomfortable facilitating these activities, don't hesitate to have an external facilitator.

PARTICIPANTS

SPARK workshop is designed for small discussion groups (25 max).

If you are a big organisation, gather your first 20 people strategically, as this will create enthusiasm and help you influence other team members. You can also create groups randomly based on people's availability. It is recommended to mix departments, but you can choose to have a homogeneous group of responsibilities (e.g. board member + management + middle management).

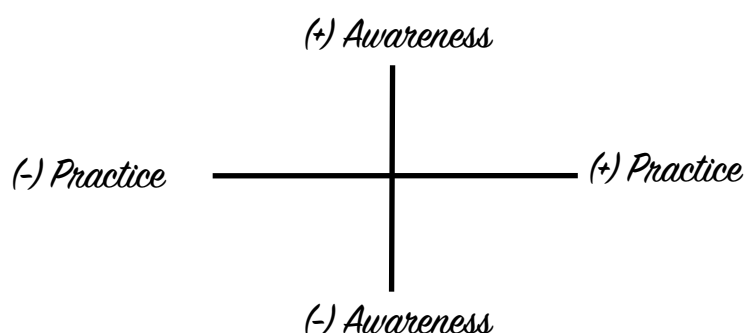
MATERIAL NEEDED

You will need the SPARK tool hand-out files that contain:

- ▶ A set of 16 cards (4 for each pillar) per participant,
- ▶ 5 colours sticky-dot of different colours per participant, and
- ▶ A planning sheet per participant.

You will also need:

- ▶ A graph drawn on a big sheet of paper with 2 axis (x= practice ; y=awareness)



PRINTING TIPS:

We recommend to print the cards on A6. You can print in colours or use coloured paper (red for STRATEGY, yellow for STAFF, green for CONTENT, blue for PARTNERSHIP, orange for ACCESS). The colours of the cards should match the colours of the sticky dots. The planning sheet should be print on A3 paper.

STEP #1 YOUR DOTS

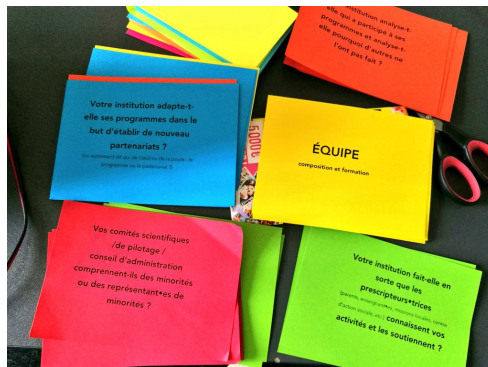
SPARK is based on Diversci transversal pillars: Access, Content, Partners, Staff and Strategy.

Facilitator's role:

- ▶ to introduce the 5 pillars,
- ▶ to set up an atmosphere of trust and even playfulness, and
- ▶ to guide the participants.

Process:

1. Introduce the activity.
2. Give a set of 16 cards and 5 sticky dots to each participant.
3. Each participant should place 5 dots (1 for each pillar) on the graph. Encourage participants to be spontaneous and welcome any placement/opinion.



STEP #2 YOUR GRAPH

It is time to analyse and reflect on your graph.

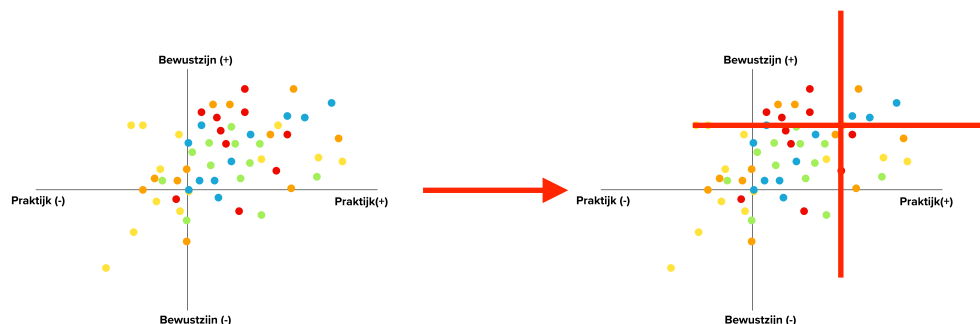
Facilitator's role:

- ▶ to guide the debrief session,
- ▶ to point out contradictions, and
- ▶ to support minority views as they usually reflect valuable element

Process:

1. Start by collecting participants' feelings and impressions before going to the analysis.
Examples of questions: How did this activity make you feel? Where are the colours clustered? Where are the contradictions?
2. Debrief per pillar. Don't hesitate to circle or connect the dots that have a focused view on one pillar.

TIPS: If you feel that all the dots are clustered on the upper right, move the axis.



STEP #3 PLAN CHANGES

Facilitator's role:

- ▶ to guide participants, and
- ▶ to support the discussion.

Process:

1. Participants have 10min to choose the cards that really got you thinking.
2. Ask them to share in pairs.
3. Give participants the planning sheet and ask them to list three practices you, as an organisation, can stop, start or continue to be more inclusive and equitable.
4. Share and discuss.
5. Collectively decide what practices you agree on.
6. At the end of the session, inform participants about the follow-up.

Tips:

You need to have the same number of practices you would like to start as practices that you would like to stop.

The diagram illustrates the layout of the planning sheet. It features three main columns. The left column is headed 'STOP' in red and contains ten horizontal lines for writing. The right column is headed 'START' in blue and also contains ten horizontal lines. The bottom center column is headed 'CONTINUE' in green and contains ten horizontal lines. Above the 'CONTINUE' column is a yellow dashed box labeled 'YOUR CARD GOES HERE'. Inside this box are three icons: a person with a vertical bar (STOP), a person with an arrow (START), and a person with a curved arrow (CONTINUE). Each icon is labeled with its respective word: STOP, START, and CONTINUE.