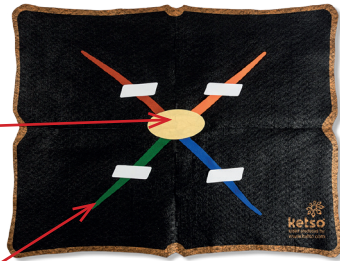


Quick guide to using Ketso (mini felts)

Deliver engaging and effective workshops with this quick guide. Visit Ketso.com for 'How To' Guides and free downloadable resources, including workshop plans you can adapt.

Be clear on what the workshop is about, and its aims

Plan the workshop and introduce it clearly to participants. Write the core focus on the centrepiece of the felt (the 'trunk' of the tree). Each mini felt is big enough for up to 3 people.



Use the branches to break down the core focus into themes

Branches can help participants cluster their ideas and find patterns. Having pre-set themes helps to structure the discussion and stimulate ideas. Our website has guidance on developing themes. We recommend leaving one or two branches blank, for emerging themes. If you use branches, keep the felt folded until after participants have started to develop their ideas.

Ask one question at a time

Everyone should write their answers on a specific leaf colour for each question.

A sequence of questions that works well in many contexts is:

-  What works?
-  Future possibilities
-  Challenges / barriers
-  Solutions to challenges
-  Goals or Next Steps

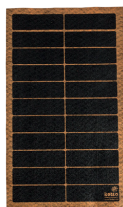
Allow 5 - 10 minutes per stage.

You may want to start with a warm-up exercise

Using the small rectangular felt (plain side), introduce the use of leaves and the idea of sharing them on the felt, creating clusters of similar ideas. Examples of simple warm-ups:

- What would success look like?
- What do you like about your neighbourhood / work / school, etc?
- A skill you have / something you are good at.

Create actions



You can use the small Planners to develop a quick action plan as a summary, or put them next to each other (using the plain sides) to create another mini felt.



Action Cards are for participants to write their own actions to take away with them. When you run out, contact us for free replacements.

Follow this simple process

Everyone has a pen and leaves. At each stage, give people time on their own to write or draw their ideas on leaves, before sharing them. (Think, then share, then discuss). Write one idea or answer per leaf, using the washable pens. Write on the coloured side. Share ideas at the table: each person reads out one leaf and places it on the felt, taking it in turns (one idea per person going around the table) until all leaves are down. Point leaves at the branches where they best fit, and move the leaves to create clusters.

Table swap



If there is more than one group, each can visit another Ketso, using icons to show important ideas and white comments cards to show comments or questions.

Set priorities



Yellow icons can be used to identify priorities, individually and/or as a group; and white icons to assign budgets, people, etc. to ideas.

Record results & repack kit

Take photos before moving the felts. (Make sure you can read them before rinsing leaves in a blue wash bag). Move centrepiece to the side & leaves away from the slits. Check everything is sticking down before folding the felts.

You can record and analyse the results using our free analysis spreadsheet.