

PAGES

#Identify

Identify the key information in a complex document 16 - 48 45 min


Benefits

- For the facilitator** Align the group around a shared understanding.
- For the participant** Better grasp a complex document.

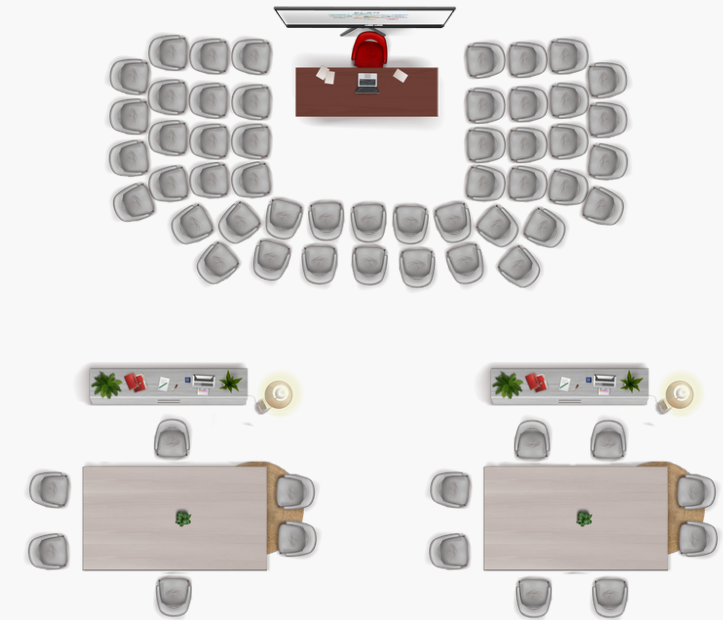
This activity facilitates the management and application of a complex document (such as a list of guidelines, a policy, or a procedure to implement). First, each participant receives one page of a complex document. Participants with the same page work together to agree on three important elements to share with the rest of the group. Then, new groups are formed, with an ambassador from each page. Members of each group select the three elements they consider most important across the entire document and then present and justify their choices to the rest of the group.

Sequence

5 min	Activity presentation	<i>In plenary</i>	The facilitator explains the objective and structure of the activity to all participants.
12 min	Reading & Selection	<i>Individually + In groups</i>	The facilitator forms groups with an equal number of participants. Each group is assigned a section of the complex document to analyse. Participants read their assigned section individually and select 3 elements or concepts they consider most important. They then share these 3 elements/concepts with others in their group. Finally, each group agrees on the 3 key elements or concepts to retain.
10 min	Restitution 1	<i>In plenary</i>	Each group shares their chosen 3 elements/concepts with all participants. The facilitator asks additional questions to clarify the decision-making process.
8 min	Sharing & Selection	<i>In groups</i>	The facilitator forms new groups, ensuring each group includes an ambassador from each section of the document. Each group now has a representative for each part of the document. Within their groups, participants share the 3 elements/concepts selected from their section in the previous round. They collectively identify the 3 elements/concepts they consider most important across the entire document.
10 min	Restitution 2	<i>In plenary</i>	As in the first restitution, each group presents their final 3 elements/concepts to the whole group. The facilitator asks further questions to clarify the decision-making process.

View the template on 

Customisation of tables



Content

Notes - Pages - Sharing & Selection