3P4SSE Curriculum Part 2 – Methods and Templates

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3P4SSE Online Curriculum – Introduction

This curriculum has been developed within the framework of the 3P4SSE project to strengthen the capacities of local stakeholders in the fields of public-private partnerships (3Ps) and the social and solidarity economy (SSE). It is designed as an **online training resource**, providing access to structured learning materials, case studies, and methodological tools. The curriculum serves as a reference point for practitioners, policy makers, and organisations seeking to enhance their knowledge and competences in key thematic areas relevant to SSE and 3P collaboration.

The contents of the curriculum are based on the project results and learnings of the partnership, on desk research and the expertise of the project partners. A questionnaire was used to determine the contents of the curriculum, which was completed by partners and stakeholders. The evaluated results were ranked and transformed into modules.

The format is primarily self-directed: participants can engage with the content flexibly, according to their own pace and interests. While no interactive community component is integrated, the materials emphasise the importance of **building communities of practice**, fostering dialogue, and creating networks at local and transnational levels. In this way, the curriculum contributes both to individual capacity development and to the broader goal of strengthening collective approaches to sustainable development in SSE.

The piloting of the curriculum was carried out in all partner regions through two half-day peer learning workshops alongside job-shadowing days. During the workshops, the materials and methods were tested, evaluated, and enriched with regional perspectives. The job shadowing served the practical application of the curriculum, the observation of real implementation processes.

All workshops and job-shadowing activities were evaluated using a shared reporting template. The pilot reports form the basis for the Peer Learning Assessment and Evaluation Report. A second international workshop refined and deepened the feedback received.

The insights gained from the piloting and evaluation formed the foundation for developing the final version of the curriculum and were directly incorporated into the finalization of the modular curriculum (Output O3.2).

The curriculum consists of two parts:

Part 1 contains five modules that can also be used individually.

Part 2 contains a wealth of methods, techniques, tools and worksheets that provide stakeholders with inspiration and tools to plan, implement and evaluate SSE projects and activities.

Summary of Key Learning Principles and Pedagogical Approaches within the Overall Strategy for Sustainable Capacity Building

- **Experiential Learning**: Direct practical application in real local contexts with reflection phases
- **Modular, Flexible Application**: Needs-based use of individual modules depending on local context and objectives
- **Systematic Peer Learning**: Structured exchange of experiences between project partners and regions
- **Systems Thinking**: Strategic networking of individual measures into coherent, sustainable overall strategies
- **Long-Term Anchoring**: Systematic development of local capacities and institutional learning structures
- **Continuous Quality Assurance**: Regular evaluation, integration of feedback, and strategic further development

The Individual Methods and Templates are presented in detail in a separate document titled "Draft Methods and Templates", and largely follow this structure:

- Brief method description
- Objectives
- Target group
- Areas of application
- Group size
- Time frame
- Method procedure
- Formats and variations (in-person – online – hybrid)
- Materials
- Follow-up and quality assurance
- Success factors
- Link collection

Curriculum Guideline

1. Purpose and Application of the Guideline

This guideline supports persons in the practical implementation of the finalised curriculum and method set aimed at strengthening the Social and Solidarity Economy (SSE) through public-private partnerships (PPP).
It serves as an operational working tool to:

- Strengthening the capacities of local stakeholders who want to get engaged in SSE and PPP
- ensure consistent and quality-assured use of the curriculum,
- support the planning, delivery, and follow-up of local workshops, trainings, and job-shadowing activities,
- facilitate transfer between local, regional, and transnational levels,
- reinforce the role of facilitators as process guides, moderators, and multipliers.

By flexibly combining modules and methods, various transformation processes can be supported, and targeted competencies in sustainability, social innovation, communication, participation, SSE, and PPP can be developed.

The objective is a coherent, impact-oriented application of the modules while maintaining adaptability to regional contexts and needs.

2. Didactic and Strategic Guiding and Learning Principles

Structure of the Learning Resources

The curriculum consists of two closely interconnected parts:

- Part 1 – Five Modules: Knowledge, concepts, case studies, and practical competencies
- Part 2 – Method Set: Ready-to-use methods, templates, exercises, and tools

Both parts were piloted, evaluated, and further developed across all partner regions.
The modules can be used individually, in combination, or as a full learning pathway.

Guiding and Learning Principles for use and implementation

Practice- and Transfer Orientation
All learning activities focus on real local challenges and lead to concrete outputs (e.g., project ideas, campaign concepts, impact models).

Participation and Co-Creation
Participants act as co-creators. Methods are dialogue-based, collaborative, and build on local experience and practice knowledge.

Modularity with Strategic Coherence
Modules are flexibly combinable, while the overarching goal—sustainable capacity building in SSE and PPP contexts—remains the central guiding framework.

Impact Orientation and Quality Assurance
Impact planning, reflection, feedback, and documentation are integral elements of all learning formats.

3. Logic of Module Application

Module 1 - Best Practices & Case Studies
Purpose: Identification, analysis, and transfer of successful SSE and PPP approaches
Outputs: Best-practice profiles, transfer recommendations, learning questions
Formats: Workshops, study visits, peer reviews

Module 2 - Social & Environmental Sustainability
Purpose: Integrating sustainability and impact orientation into organisations and projects
Outputs: Sustainability strategies, impact indicators, monitoring approaches
Formats: Strategy and impact workshops, stakeholder dialogues

Module 3 - Awareness & Communication
Purpose: Strengthening awareness, participation, and visibility of SSE
Outputs: Campaign concepts, narratives, communication plans
Formats: Storytelling labs, co-creation workshops, mini-campaigns

Module 4 - Social Innovation
Purpose: Developing, testing, and scaling innovative solutions
Outputs: Innovation ideas, prototypes, scaling options
Formats: Innovation workshops, prototyping sessions, living labs

Module 5 - Participation & Stakeholder Engagement
Purpose: Building robust cooperation and local participation structures
Outputs: Stakeholder maps, cooperation models, communities of practice
Formats: Multi-stakeholder workshops, dialogue and moderation formats

4. Use of the Method Collection

The method collection is designed as a modular toolbox that supports:
- direct implementation of the modules
- structured and quality-assured workshop design
- adaptation to local contexts
- experiential and participatory learning

Method selection is based on:
- workshop objectives
- target group
- available time
- participant experience

Mandatory elements:
- integration of reflection and feedback
- documentation of results and learning outcomes

Each method includes:
- short description and objectives
- target group and
- areas of application
- step-by-step process and format variations (in-person/online/hybrid)
- required materials and tools
- follow-up steps, success factors, and resources.

The methods are suitable for **in-person, online, and hybrid formats** and are supported by an **overview of digital and analogue tools**.

Conclusion

The curriculum is not a static training instrument but a **flexible, adaptable learning system**.
This guideline wants to highlight that local implementations are practice-oriented, participatory, impact-driven, and strategically aligned.

In doing so, it should significantly contribute to sustainable capacity building, the strengthening of regional SSE ecosystems, and the development of effective public-private partnerships within the European context.

Table of Methods

Description of methods	M 1	M 2	M 3	M 4	M 5	Notes
Barcamp	_			x	x	Open, participatory event format in which participants themselves propose topics and design sessions.
Business Mentoring	_			x	x	Structured learning process in which experienced individuals deliberately pass on knowledge, feedback, and support to less experienced ones.
Best Practice Profile	x					Systematic presentation of a proven practice with a focus on success factors, transferability, and impact.
Brainstorming Methods	x	x	x	x	x	Creativity techniques for rapidly generating many ideas without immediate evaluation.
Design Thinking				x		User-centered innovation approach for developing creative solutions through iterative problem analysis and prototyping.
Evaluation Grid "7 Criteria"	x					Assessment grid for the systematic analysis of projects based on defined quality and impact criteria.
Fishbowl - Method					x	Discussion format with an inner circle of speakers and an outer circle of listeners to enable structured and open debate.
Fishbowl - Seminar-Design					x	Didactic integration of the fishbowl method into workshops to promote exchange and reflection.
Focus Group		x	x		x	Moderated group discussion for gathering qualitative opinions, experiences, and needs.
Future Lab	x	x		x		Creative and reflection format for developing future scenarios and innovative solution approaches.
Interview Guide for Collecting Best Practices	x					Guideline for the structured implementation of interviews to identify and analyse good practices.
Personas Map				x		Visualization of fictional, typical user profiles to better align measures with target group needs.
Quadruple-Helix-Model					x	Cooperation model that describes innovation as the result of interaction between government, business, science, and civil society.
SCAMPER			x	x		Creativity method for idea development through systematically varying existing concepts (e.g., Substitute, Combine).
6-3-5-Method				x		Structured brainwriting technique in which six people develop and pass on three ideas in five rounds.
Social Network Analysis	x				x	Method for analysing relationships and interactions within a network to identify structures and key actors.
Stakeholder-Mapping	x				x	Systematic identification and visualization of relevant stakeholders and their relationships to a project.

Stakeholder-Matrix	x				x	Instrument for prioritizing stakeholders based on influence and interest.
SWOT Analysis	x	x				Strategic analysis tool for assessing strengths, weaknesses, opportunities, and threats.
Storytelling			x			Method for conveying content and experiences through structured, narrative storytelling.
Study Visits / Excursions	x				x	Organized site visits for direct observation and learning from practical examples.
Theory of change		x				Planning and evaluation instrument for illustrating logical connections between activities, outputs, outcomes, and intended impacts.
World Café					x	Moderated dialogue format with rotating small groups for jointly developing ideas and solutions.
Template: Evaluation Grid for Best Practice	x					Standardized template for consistent evaluation and documentation of good practices.
Template: Workshop Evaluation Form (Fishbowl Method)					x	Form for the structured evaluation of workshops, particularly when the fishbowl method is used.
Template: Best Practice Profile	x					Template for the systematic collection and description of best-practice examples.
Template: Interview Documentation (Best Practice)	x					Standardized template for documenting interviews on good practices.

Barcamp

📝Method Description

An online Barcamp is a participatory event format ("unconference") in which participants design the program themselves, propose topics, organize sessions, and exchange knowledge collaboratively. It is ideally suited for capacity building, peer learning, and networking among actors from practice, public administration, civil society, and research.

🌟Objectives

- Promote open, collaborative exchange of knowledge and experience
- Develop new ideas and solution approaches through co-creative work
- Make best-practice examples visible
- Initiate and strengthen networks and long-term cooperation

🧩 BarCamp Principles (for introduction)

- Self-organization: Participants design the program themselves
- Open participation: Everyone may propose topics
- Active involvement: Everyone is a co-creator (no spectators)
- Dialogue before monologue: Exchange is the focus – not finished lectures
- Law of two feet (also online): If you are not learning or contributing, switch sessions
- Documentation for all – so that knowledge remains

👥 Target Group:

- Social entrepreneurs and representatives of SSE organizations
- Representatives from social enterprises, cooperatives, NGOs, and public administrations
- Interested citizens, dedicated volunteers, and community representatives

📍 Areas of Application:

- Project development: idea generation and co-creation of new initiatives
- Exchange of experiences between regions or types of organizations
- Idea generation for policy recommendations or strategies
- Best practice sharing within networks or communities

🔢 Group Size

Optimal: 30-100 participants

Small groups possible starting from 15 participants

Large BarCamps also possible with more than 200 participants (requires additional parallel session rooms)

🕒 **Time Frame**

- Half-day format: approx. 4 hours (e.g., 09:00–13:00)
- Full-day format: 6–8 hours including breaks
- Flexible adjustment through the number of session rounds (1–4 rounds common)

🛠 **Method Procedure**

1. Preparation (2 to 4 weeks in advance)

- Define the target group
- Send invitation including BarCamp principles
- Registration with indication of topic interests
- Select and test online platform and tools (incl. breakout rooms)
- Prepare digital session board (Miro, barcamptools.eu, Conceptboard)
- Define moderation team & technical support

Conceptual Preparation:

- Clearly define and specifically address the target group
- Explain BarCamp principles in the invitation
- Registration with optional query of topic interests

Technical Preparation:

- Select and thoroughly test the online platform
- Prepare digital session board (Miro, Conceptboard, barcamptools.eu)
- Configure and label breakout rooms
- Train the moderation team and organize technical support

2. Implementation

Opening (30–45 min):

- Welcome and explanation of BarCamp principles
- Short round of introductions or icebreaker
- Technical introduction (for online format)
- Session planning: topic collection in the plenary

Session Planning (15–30 min):

- Participants pitch their topics (max. 1 min per topic)
- Joint allocation to time slots and rooms
- Spontaneous merging or addition of topics possible

Sessions (several rounds of 45–60 min):

- Parallel thematic working groups
- Session host facilitates; everyone participates actively

- Documentation by a designated person or jointly
- “Law of two feet”: changing rooms at any time is possible

Between the rounds (15 min break):

- Short exchange of insights
- Opportunity for new session proposals

3. Conclusion and Securing Results

- Collect key insights in the plenary
- Gather and share all session documentation
- Evaluate feedback (e.g., Mentimeter, online form)
- Follow-up with links, summaries, and invitation to further activities
- Open networking and continued community building

🧩 Formats and Variants

👤 In-person:

- Mini-BarCamp (1-2 hours, only one session round, e.g., embedded in conferences)
- Thematic BarCamp

💻 Online:

- Video conference with breakout rooms (e.g., Zoom, MS Teams)
- Plan for a technical host in each session

🔄 Hybrid:

- Combination of in-person and online groups
- Digital documentation accessible to all
- Separate online facilitation in addition to in-person facilitation

📚 Materials and Technical Tools

👤 For in-person formats:

- Rooms: large main room + several group rooms
- Materials: flipcharts, moderation cards, pens, timer
- Personnel: main facilitator + session hosts + technical support

💻 For online formats:

Purpose	Recommended Tools / Options	Notes / Advantages
Main stage/plenary	Zoom, BigBlueButton, MS Teams, Webex	Stable for large groups, with facilitation, chat & polls; BBB suitable for GDPR-compliant formats
Session rooms	Breakout rooms (e.g., in Zoom), separate links to Jitsi, Wonder, Gather.Town	Flexible session design; Gather.Town for playful, visual formats

Purpose	Recommended Tools / Options	Notes / Advantages
Live session planning	Miro, barcamptools.eu, Conceptboard	Digital pinboards or interactive tools for real-time session allocation
Documentation	Google Docs, Padlet, Etherpad, Miro	Joint note-taking, visual notes, or structured feedback possible
Communication & exchange	Integrierter Chat (e.g.in Zoom/MS Teams), Slack, Discord	Exchange in parallel to sessions or for informal networking
Registration & procedure	Eventbrite, Pretix, barcamptools.eu	Participant management, agenda publication, and email communication in one tool possible

☑️ Follow-up and Quality Assurance

- Document the results (photo protocol, Miro board, etc.)
- Ensure that every session is documented (minutes, photo, link)
- Make central result documentation accessible to all participants (e.g., project website)
- Evaluate feedback promptly and incorporate it into the planning of the next BarCamp
- Document lessons learned for future BarCamps
- Track the impact of the projects and cooperations initiated
- Measure and document network effects

✅ Success Factors

- BarCamp facilitation team with clear roles (e.g., technical support, session coordination)
- Provide technical onboarding in advance (test session), designate co-hosts
- Clear questions that invite dialogue
- Clear introduction to BarCamp principles and tools
- Foster participation and an open atmosphere: everyone is a contributor, not just a listener
- Flexibility for spontaneous topics
- Results-oriented documentation to ensure the output remains sustainably usable

🔗 Collection of Links

- What Is A Barcamp? (English Version)
- online barcamp video englisch - Google Suche
- Technisches Set-Up für Online-Barcamps
- Sessionplanung in Online-Barcamps

Business Mentoring

Method Description

Business mentoring is an established method for fostering capacity building, competencies, and sustainable growth—particularly within the social and solidarity economy (SSE). In this context, business mentoring supports organisations and social entrepreneurs in strengthening their business skills, developing impact-oriented strategies, and building sustainable structures, always with a focus on generating social and/or environmental value.

Business mentoring is a structured learning and development process in which experienced professionals (mentors) share their knowledge, skills, and networks with less experienced actors (mentees) through continuous guidance, consulting, and reflection.

Objectives

- Development of entrepreneurial, financial, and strategic competencies
- Strengthening of social business models and organisational structures
- Promotion of social and environmental impact orientation
- Professionalisation of leadership, management, and internal organisation
- Improving access to markets, financing, and networks
- Facilitating connections with cooperation partners, funders, and public institutions

Target Group:

- Social entrepreneurs (start-ups and established organisations)
- SSE organisations (e.g., cooperatives, associations, social enterprises)
- Emerging leaders in the social sector
- Actors in public-private partnerships with an SSE focus
- Regional development agencies with an SSE orientation

Fields of Application

- Development and scaling of social business models
- Organisational development within the SSE sector
- Transition from project-based work to long-term operations
- Building regional or sectoral SSE ecosystems
- Reorganisation and professionalisation of existing SSE organisations
- Support for start-ups or spin-offs in the social sector
- Empowerment in structurally weak regions

📌 **Typical Thematic Areas in SSE Mentoring**

- Social entrepreneurial thinking and practice
- Business model development (e.g., Social Business Model Canvas)
- Financing and funding strategies
- Impact orientation and impact measurement
- Marketing and communication
- Cooperation with public institutions
- Scaling and replication of successful models

🛠 **Method procedure**

1. **Needs Assessment and Goal Clarification**
   Identification of the mentees' challenges, development needs, and objectives.
2. **Selection and Matching**
   Tailored matching of mentor and mentee based on competencies, sector experience, and goals.
3. **Goal Definition & Mentoring Plan**
   Joint definition of measurable goals, timelines, and working methods.
4. **Mentoring Sessions (Individual or Group)**
   Regular meetings including input, consultation, feedback, and, if applicable, job shadowing or site visits.
5. **Provision of Resources and Practical Transfer**
   Access to tools, templates, best practices, networks, and possibly micro-financing.
6. **Monitoring & Evaluation**
   Documentation of progress, reflection on learning experiences, and potential adjustments.
7. **Conclusion & Transfer**
   Final assessment and, if applicable, sharing insights with other stakeholders (e.g., through peer learning).

🧩 **Formats & Variants**

👤 **In-person:**

- Workshops, networking events, strategy coaching

💻 **Online:**

- Video calls, digital mentoring platforms, discussion forums

🔄 **Hybrid:**

- Combination of online sessions and occasional in-person modules

📚 Materialien & Tools

- Mentoring guidelines and goal-setting templates
- Tools such as the Social Business Model Canvas, Impact Canvas, Theory of Change
- Materials for SWOT analyses, impact measurement, stakeholder mapping
- Digital platforms for scheduling, progress documentation, feedback
- Checklists, guides, and success stories (best practices)

☑️ Quality Assurance

- Systematic selection and matching criteria for mentors
- Binding SMART goal agreements
- Regular feedback and reflection meetings
- Documentation of the mentoring process
- Final evaluation and impact measurement
- Optional accompanying research to assess programme impact

✅ Success Factors

- Trust-based mentor-mentee relationship
- Long-term, regular support with clear structure
- Practice-oriented, solution-focused guidance
- Tailored, needs-based content
- Integration into local/regional networks
- Combination of strategic consulting and personal development
- Mix of individual support and peer learning
- Visibility and recognition of results (e.g., certificates)

🔗 Collection of Links

- BizMentors International - Free Mentoring Without Barriers
- MentorMe Program // EIT Digital
- Welcome to WEgate - European gateway for women's entrepreneurship
- https://myodyssey.eu/
- Volunteer Vision's Online Mentoring Software
- White paper: Career Guidance and Capacity Building in SMEs | EPALE

Best Practice Profile

📝 Method Description

The Best Practice Profile is a standardized documentation and analysis tool for systematically recording, describing, and evaluating successful practical examples. It serves to present all relevant information of a best practice in a structured way – from initial conditions, through the solution approach and implementation, to results, challenges, and transferability. The uniform structure enables a quick comparison of different best practices and provides a foundation for knowledge transfer, scaling, and networking.

🌟 Objectives

- Systematization of information on best practices
- Comparability of different examples through uniform criteria
- Promote knowledge transfer by transparently presenting experiences and success factors
- Support replication by clearly defining transferability conditions
- Stimulate learning processes by also documenting challenges, risks, and lessons learned

📍 Areas of Application

- Project and program documentation
- Best practice collections for networks, associations, or industry initiatives
- Transfer workshops as input for analyzing success factors and scaling
- Quality assurance and monitoring of pilot projects

🛠️ Method Procedure

Preparation

- Selection of the best practice to be documented
- Definition of information sources (project reports, interviews, key figures, materials)
- Definition of those responsible for data collection and maintenance

Data Collection

- Collect information in all profile sections
- Conduct interviews with project participants
- Analyze existing documentation, key figures, and evaluation reports

Structured Documentation

- Enter the data into the standardized profile template
- Use clear, concise wording (short description, core idea, objectives)
- Add quantitative and qualitative results, images, or diagrams

Quality Assurance

- Peer review or internal review for completeness, plausibility, and comprehensibility
- Adjust wording and add missing information

Publication & Transfer

- Store in the central best practice archive (e.g., database, wiki, PDF archive)
- Use in workshops, trainings, or as input for transfer analyses

✅ Quality Assurance

- Conciseness over excessive detail (not a full project documentation)
- Graphic elements (infographics, KPI charts, photos) increase comprehensibility
- Plan regular updates to capture changes and further developments
- Include lessons learned, as they are more valuable for transfer than successes

🔗 Collection of Links

- How Can Public-Private Partnerships (PPPs) be Successful?

Brainstorming Methods

📝 Method Description

Brainstorming methods are used for creative idea generation, where a group collects as many ideas as possible on a specific topic or problem in a short amount of time. Through the diversity of the group and their mutual inspiration, new and innovative solutions are generated quickly and efficiently, without evaluating or criticizing them in the first phase. There are various variants and techniques of brainstorming that can be applied depending on the situation and objectives.

🌟 Objectives

- Generate creative and innovative solution ideas
- Utilize collective intelligence and group dynamics
- Promote and make visible diversity of perspectives
- Strengthen participation and engagement
- Overcome mental blocks and develop new approaches

🛠️ Overview: Brainstorming Methods for In-person, Online & Hybrid

Method	Short Description	Mode of Use	Tools / Aids
Classical Brainstorming	Spontaneous, free idea generation in the group without evaluation in the first phase	In-person / Hybrid	Flipchart, pin board, whiteboard
Digital Brainstorming	Online - idea generation via whiteboard or chat	Online / Hybrid	Miro, Mural, Padlet, Jamboard, Whiteboard (Zoom/BBB)
Silent Brainstorming	Each participant writes down ideas quietly before sharing them	In-person / Online / Hybrid	Sticky Notes, Padlet, Google Docs, Etherpad
Brainwriting (6-3-5)	6 people each write 3 ideas in 5 minutes, rotation for further development	In-person / Online	Papier, templates, Google Sheets, Conceptboard
Card Query / Pin Board	Individual ideas on cards - collection, clustering, and discussion	In-person / Hybrid	Pin board, cards / Padlet, Oncoo

Method	Short Description	Mode of Use	Tools / Aids
Mind Mapping	Visualization of ideas and associations around a core topic	In-Person / Online / Hybrid	MindMeister, Coggle, paper, whiteboard
SCAMPER	Creative thinking through change questions (Substitute, Combine, Adapt…)	In-person / Online	SCAMPER-worksheet, Miro, Mural
Round Robin	Ideas are shared in turn verbally or in writing - sequential exchange	In-person / Online	Flipchart, Etherpad, chat function
Reverse Brainstorming	“How do we cause the problem?” instead of “How do we solve it?”	In-person / Online	Whiteboard, Miro, breakout rooms
Moodboard / Collage	Visual idea collection of moods and images	In-person / Online	Canva, Miro, collage tools, magazine cutouts
World Café	Rotating small groups at different topic tables	In-person / Hybrid	Table sets, timer, breakout rooms, Miro
Dot Voting / Dot Query	Evaluation/prioritization of ideas using sticky dots or digital polls	In-person / Online	Sticky dots, Slido, Mentimeter, poll tools
Gallery Walk	Groups “visit” idea stations and provide feedback	In-person / Hybrid	Poster, Padlet, breakout-rooms
Speed Brainstorming	Intensive idea generation in short time slots	In-person / Online	Timer, whiteboard, chat, Miro
Design Thinking: Ideate	Part of the design thinking phase: rich, creative idea generation	In-person / Online / Hybrid	Templates, Miro, LEGO Serious Play, role play material
Fishbowl-Method	Open discussion where a few actively discuss while others listen	In-person / Hybrid	Circle of chairs / online conference with rotating speakers

🛠️ Method Procedure

1. Preparation

- Formulate open, inspiring questions
- Select methods suitable for group size, format, and timeframe
- Organizational and technical preparation

2. Implementation

2.1. Introduction

- Explain objectives and rules
- Warm-up or energizer
- Present the question

2.2. Idea Generation

- Apply the chosen brainstorming method
- Facilitation without evaluation
- Document all ideas

2.3. Structuring

- Cluster and categorize ideas
- Summarize similar approaches
- Create an overview

2.4. Evaluation (5-15 min)

- Prioritization through dot voting
- Short discussion of the top ideas
- Selection for further development

3. Conclusion (5-10 min)

- Agree on next steps
- Clarify responsibilities
- Documentation

🧩 Formats and Variants

👤 In-person Format

- Brainwriting (6-3-5): structured idea rotation
- Pin board / card query: physical clustering and prioritization
- World Café: movement and personal exchange
- Gallery Walk: spatial idea presentation
- Fishbowl: dynamic discussion culture

💻 Online Format

- Digital brainstorming: simultaneous idea input
- Silent brainstorming: parallel work without interruptions
- SCAMPER: structured use of templates
- Round Robin: chat- or audio-based rotation
- Speed brainstorming: breakout rooms with quick change

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Hybrid Format

- Mind mapping: joint visual development
- World Café: combined in-person/online tables
- Design Thinking Ideate: flexible combination of methods
- Dot voting: digital evaluation of physical ideas

Special Requirements:

- Dual facilitation for both groups
- Technical connection between the formats
- Synchronized timing

Materials

For in-person formats:

- Flipcharts, whiteboards, and pin boards
- Post-its, moderation cards, and pens
- Timer and sticky dots for evaluations
- Flexibly designable room

For online formats:

- Video conferencing software with breakout function (MS Teams, Zoom, etc.)
- Digital whiteboards (Miro, MURAL, Padlet, Conceptboard, Jamboard)
- Visualization tools for presenting results (e.g., Canva, PowerPoint, Padlet)
- Collaborative text tools (Google Docs, Etherpad)

Follow-up and Quality Assurance

- Documentation of results (photo protocol, Miro board, etc.)
- Preparation of results (Notion: structured project documentation; Google Workspace: collaborative editing; Canva: visual preparation of results)
- Derivation of concrete measures (e.g., follow-up workshop)

Success Factors

- Clear questions
- Heterogeneous groups
- Hosts at each table
- Visual documentation
- Structured procedure
- Open and appreciative atmosphere
- Make results visible
- Link to follow-up processes

🔗 Collection of Links

- Group Brainstorming Techniques [Types of Brainstorming that Work]
  This video provides a clear visual overview of different brainstorming approaches, ideal for seeing methods like mind mapping, role-based ideation, and structured group techniques in action.
- What is Brainstorming? Techniques and Methods | Miro
- Brainstorming Techniques: 15 Templates to Try in 2025
- Generate Better Ideas with a Free Mind Map Template
- Brainwriting Technique Free Template

Design Thinking

📝 Method Description

Design Thinking is a user-centered innovation method based on creative problem-solving, multi-perspective thinking, and iterative processes. In co-creative workshop formats, participants jointly develop new approaches to complex social, ecological, or societal challenges in the context of the Social and Solidarity Economy. The focus of Design Thinking is to develop services or measures in such a way that they correspond to the needs and wishes of users in a demand-oriented manner.

🌟 Objectives

- Develop creative, user-centered solutions for complex challenges
- Promote cooperation and diversity of perspectives
- Strengthen innovation culture and empowerment
- Make room for maneuver within LAPs or SSE initiatives visible
- Promote transfer thinking and social entrepreneurship

👥 Target Group

- SSE organizations, social enterprises
- Municipal and regional administrations
- NGOs, civil society initiatives
- Education actors, project teams, innovation labs
- Citizens with a local connection to the issue

📍 Areas of Application

- Strategy development and organizational design
- Common-good-oriented problem solving
- Co-creative development of services or campaigns
- Awareness formats, policy design, participatory project development

🔢 Group Size

- Ideal: 6-25 participants
- Small group phases of 3-6 participants
- For larger groups: parallel facilitation or staggered prototyping phases

🕒 Time Frame

- Compact format: 3-4 hours (for a single problem)
- Standard workshop: 1 day (6-8 hours)
- Intensive format: 1.5-2 days with in-depth implementation or testing phases

🛠️ **Method Procedure**

1 Preparation

- Selection of a specific challenge (e.g., from an LAP)
- Assemble a heterogeneous group of stakeholders
- Prepare the room or technical setup
- Create working materials (e.g., templates, interview quotes, personas)

2 Implementation (The 6 Phases of Design Thinking)

The phases can repeat iteratively.

1. Empathize

Goal: Capture the problem context and create a shared understanding

- Methods: stakeholder mapping, problem tree, "How might we…?" questions
- Outcome: Clear definition of the initial situation and objectives

2. Observe (Define)

Goal: Take the user perspective and understand needs

- Methods: create personas, user journey mapping, interviews, experience reports
- Outcome: Empathetic understanding of the target groups

3. Define Point of View

Goal: Formulate the central design challenge

- Methods: cluster insights, formulate the design question
- Outcome: Focused problem statement as a working basis

4. Ideate

Goal: Develop diverse solution approaches

- Methods: brainstorming, 6-3-5 method, mind mapping, World Café
- Outcome: Broad spectrum of solution ideas

5. Prototyping

Goal: Make ideas tangible and testable

- Methods: build models, role plays, visualizations, process sketches
- Outcome: First concrete solution concepts

6. Test

Goal: Gather feedback and iteratively improve solutions

- Methods: presentations, peer reviews, plus/delta feedback
- Outcome: Validated and further developed prototypes

3 Conclusion

- Collect feedback and iteration ideas
- Reflection round in plenary ("lightning round," impact canvas, transfer matrix)
- Documentation of prototypes, ideas, and insights
- Optional: Agreement on next steps or a follow-up workshop

🧩 Formats and Variants

👤 In-person:

- Tables, flipcharts, model-building materials, templates
- Workshop room with space to move and flexible group workspaces
- Café atmosphere to foster creative work

💻 Online:

- Video conferencing tools with breakout rooms (Zoom, MS Teams)
- Digital whiteboards (Miro, MURAL), templates in Canva or Google Docs
- Joint documentation via Padlet or Notion

🔄 Hybrid:

- Combination of in-person and online groups
- Separate facilitation for online groups
- Digital connection (camera, microphone, share visuals)

📚 Materials

For in-person formats:

- Post-its, markers, flipcharts, moderation cards
- Templates for personas, journey maps, feedback
- Creative materials (paper, modeling clay, LEGO®, cardboard, scissors, symbols)

For online formats:

- Video conferencing tools with breakout function
- Digital whiteboards (Miro / MURAL) and collaboration tools (Padlet, Canva)
- Timer tools, online polls (e.g., Mentimeter

☑️ Follow-up and Quality Assurance

- Secure and visualize results (photo protocol, PDF, board export)
- Transfer into strategy or implementation planning
- Derive concrete measures (e.g., follow-up workshop)
- Follow-up appointments, feedback surveys, or peer reviews
- Reflection in the organizing team on methodology and execution (what worked? what didn't?)
- Knowledge transfer & publication in project reports or toolkits

✅ Success Factors

- Promote diversity and invite different stakeholder groups
- Facilitation and structure with a clear process, mix of methods, and visualization aids
- Foster empathy and openness
- Participation through active involvement of all and equal dialogue
- Transfer orientation through systematic documentation & further processing of results

🔗 **Collection of Links**

- IDEO Design Thinking in Action (YouTube)
- The 5 Stages in the Design Thinking Process | IxDF
- toolkit_eng.pdf
  TOOLKIT “DESIGN THINKING FOR DEVELOPING YOUR BUSINESS IDEAS”
- Miro Design Thinking Templates
- Google Workspace Templates (Drive, Jamboard)
- Notion für Workshop-Dokumentation

Evaluation Grid “7 Criteria”

Method Description

The evaluation grid “7 Criteria” is a standardized tool for the objective selection and assessment of best practices. It enables a comparable, transparent, and comprehensible evaluation based on uniform criteria.
The method is suitable for the selection, documentation, and transfer planning of best practices.

The seven criteria represent the key dimensions for the success and transferability of a best practice:

1. Degree of innovation – novelty and creativity of the approach
2. Proven success – evidence and demonstrated effectiveness
3. Transferability – potential for application in other contexts
4. Sustainability – durability of impact and structures
5. Quality of documentation – completeness and comprehensibility of the description
6. Scalability – potential for expansion to larger target groups or regions
7. Expertise – professional competence and experience of the actors involved

Objectives

- Ensure comparability of best practices
- Objective selection based on clearly defined criteria
- Prioritization for transfer and funding decisions
- Transparency in the selection process towards stakeholders
- Structured decision-making basis for project teams and committees

Fields of Application

- Selection of pilot projects for regional implementation
- Prioritization in funding programs or partnerships
- Documentation and benchmarking within best practice collections
- Basis for transfer strategies between regions or sectors

🛠️ Procedure / Application Steps

Step	Description	Tools & Notes
1. Define criteria	Use uniform definition of the 7 criteria, adapt to project context if necessary	Criteria catalog
2. Select evaluation scale	Assign points, e.g., 1-5 (low to high), define weighting per criterion	Evaluation matrix
3. Gather information	Desk research, interviews, document analysis	Prepare evaluation form
4. Individual evaluation	Evaluate each criterion separately, document justification	Evaluation form
5. Team comparison	Reconcile results in evaluation round, clarify differences	Moderated session
6. Calculate overall score	Sum points, consider weighting	Excel or online tool
7. Decision & documentation	Inclusion in best practice collection or transfer recommendation	Result protocol

✅ **Result / Output of the Method**

- Evaluation sheet with points, justifications, and overall score
- Ranking of the evaluated best practices
- Decision template for selection or transfer processes

☑️ **Quality Assurance**

- Clearly define criteria in advance and provide examples
- Use at least 2 evaluators to reduce subjectivity
- Adjust weighting if certain criteria are more important in the project context
- Visualize results (e.g., spider diagram for profile comparison)
- Use the evaluation grid in combination with interview guidelines or case analysis

Fishbowl - Method

📝 Method Description

The Fishbowl method is a structured form of discussion in which a small group of participants sits in an inner circle (the “fishbowl”) to discuss, while the other participants sit in an outer circle as observers.
This method makes it possible to discuss complex topics in depth while giving many people the opportunity to follow the flow of the discussion. It promotes active participation, diversity of perspectives, and a mindful discussion climate without allowing individuals to dominate. This enables equal, open, and dynamic exchange - ideal for participatory group processes, policy dialogues, impact reflection, or co-creation in the SSE/PPP context.

🌟 Objectives

- Highlight challenges and opportunities from different perspectives
- Address complex issues with conflicting interests
- Exchange experiences, concerns, and expectations in a structured way
- Develop courses of action and cooperation ideas
- Promote participation and equal dialogue
- Create space for reflection

👥 Target Group:

- Social entrepreneurs and representatives of SSE organizations
- Municipal and regional administrations
- Political decision-makers
- Civil society actors
- Citizens and users

📍 Areas of Application:

- Project development & co-creation
- Participatory decision-making processes
- Policy dialogues & multi-stakeholder forums
- Exchange of experiences and best practices
- Education & capacity building
- Monitoring & impact reflection

🔢 Group Size

- Inner circle (active discussants): 4 to 6 people plus 1 open chair (“open seat”)
- Outer circle (listeners): 10 to 100 people

🕒 Time Frame

- Standard: 4 hours (including break)
- Expandable variants with topic stations, World Café

🛠️ Method Procedure

1. Preparation

Spatial preparation:

- Arrange chairs in two concentric circles
- Inner circle: 4-6 chairs for active discussants
- Outer circle: chairs for all observers
- One chair in the inner circle initially remains free ("hot seat")
- Preparation for digital formats: tools such as Zoom (spotlight + chat), Miro (visualization), Padlet (collecting questions)

Content preparation:

- Define a clear question or discussion topic
- Set timeframe (typically 30–60 minutes)
- Communicate ground rules
- Appoint a moderator
- Select the initial group for the inner circle

Materials:

- Flipchart or whiteboard for rules and topic
- Name tags if necessary
- Stopwatch for time management
- Digital tools prepared

2. Implementation

Welcome & introduction (5 min)

- Explanation of the topic, procedure, and Fishbowl rules
- Emphasize openness and equal value of all contributions
- Initial group takes their seats in the inner circle

Start of the inner circle discussion (20–45 min)

- Pre-selected discussants start the exchange
- One seat remains open: participants may join if they want to contribute
- Observers listen without speaking
- Those finished speaking leave the inner circle and free the seat
- Moderator monitors speaking time, balance, clarity, and dynamics of participation
- Moderator may introduce new impulses or take up questions from the outer circle

Ground rules during the discussion:

- Only people in the inner circle may speak
- Respectful interaction and active listening
- Constructive contributions
- Observe time limits for individual contributions

3. Conclusion

Reflection phase (10-15 minutes)

- Moderator ends the discussion
- Brief summary of key points
- Opportunity for final statements from the plenary
- Documentation of results

🧩 Formats and Materials

Area	In-person	Hybrid	Online
Room & setting	Circle of chairs (inner/outer)	Microphone + camera + screen	Video conference, spotlight/breakout rooms
Visualization	Flipcharts, cards	Digital & analogue boards	Whiteboard, Padlet, Miro
Materials	Handouts, agenda	Digital + printouts	PDF, Etherpad, download link
Technology	Microphones, projector	Stable internet connection	Stable platform (Zoom, BBB, etc.)

Open fishbowl

- Participants can occupy the empty chair at any time
- Dynamic change of participants during the discussion
- Suitable for large groups

Closed fishbowl

- Fixed number of discussants in the inner circle
- Role change after a set time
- More structured discussion

Two-chair fishbowl

- Only two chairs in the center for controversial points of view
- Focus on exchange of opinions between two positions
- Ideal for debates

☑️ Follow-up and Quality Assurance

- Evaluate the results of the evaluation
- Create a photo protocol and results documentation
- Share insights with all participants
- Networking: creation of new contacts and cooperation
- Integration of results into decision-making processes
- Practical transfer: derive and integrate concrete action and implementation steps
- Set up an online platform or group for further exchange

✅ **Success Factors**

- Heterogeneous group of participants: mix of practitioners, academia, and policymakers
- Good preparation: inform participants about goals and methods
- Participation: at least 70% of participants actively take part in the discussion process
- Trustful atmosphere: open and respectful exchange
- Balanced distribution of contributions and no dominance by individual participants
- Complex issues are presented in an understandable way
- Result orientation: concrete results or recommendations for action are produced
- Open questions are identified and addressed

🔗 **Collection of Links**

- Fishbowl technique | Better Evaluation
- Fish Bowl - CTL - Collaborative for Teaching and Learning
- Fishbowl - Gamestorming
- 60-Second Strategy: Fishbowl Discussion | Edutopia
- Fish Bowl - MSP Guide

Fishbowl - Seminar-Design

📝 **Title**: *Shaping the Future of the Social and Solidarity Economy – Challenges, Opportunities, and Joint Solutions*

Target Group: Practitioners from social enterprises, cooperatives, NGOs, researchers, policymakers, interested citizens

Number of Participants: 20–30 people

Duration: 4 hours

Location: Seminar room with flexible seating

🌟 Objectives

Main Objective:
Participants jointly develop visions and concrete courses of action for advancing the social and solidarity economy in the local context.

Specific Learning Objectives:

- Learn about different perspectives on current challenges in the social and solidarity economy
- Discuss innovative solutions and best practices
- Build a network between different actors
- Identify concrete opportunities for cooperation
- Develop joint strategies for societal transformation

🛠️ Workshop Agenda

Time	Method	Content	Objective	Materials
09:00-09:30 (30 min)	Arrival & Speed Networking	Welcome, introductions in pairs, room setup	Get to know each other, arrive, introduction to the topic	Name tags, pens, drinks
09:30-09:45 (15 min)	Plenary & Method Introduction	Program overview, explain Fishbowl rules, demonstrate seating arrangement	Create orientation, understand method, clarify rules	Flipchart with rules, chairs in 2 circles (5 inside + 1 open)
09:45-10:45 (60 min)	Fishbowl 1	Guiding question: *"What challenges slow down the social and solidarity economy and what solutions exist?"*	Problem analysis, gather different perspectives, build shared understanding	Flipchart for documentation, moderation cards, pens

Time	Method	Content	Objective	Materials
10:45-11:00 (15 min)	Coffee Break	Relaxation, informal exchange	Recovery, networking	Coffee, tea, snacks
11:00-12:00 (60 min)	Fishbowl 2	Guiding question: *“Which innovative forms of cooperation and business models strengthen our sector?”*	Develop solutions, share best practices, promote innovation	Flipchart for documentation, colored moderation cards
12:00-12:15 (15 min)	Lightning Round & Topic Prioritization	Short reflection, set priorities for next round	Interim balance, sharpen focus for Fishbowl 3	Metaplan cards, sticky dots
12:15-13:00 (45 min)	Fishbowl 3	Guiding question: *“How can we concretely collaborate and initiate joint projects?”*	Plan concrete cooperation, define next steps	Flipchart, action planning template
13:00-13:15 (15 min)	Closing & Evaluation	Collect key takeaways, feedback on the method, exchange contacts	Secure results, reflect on learning, expand network	Evaluation sheets, contact list

Materials and Equipment

Room Equipment

- 30 chairs (flexibly arranged)
- 2 flipchart stands with paper
- Facilitation kit (markers, Metaplan cards, sticky dots)
- Projector and laptop for presentations
- Pin boards
- Name tags and pens

Catering

- Welcome coffee
- Lunch (regional and fair trade, in line with the theme)
- Afternoon coffee break
- Drinks available throughout

Documentation Materials

- Flipchart paper
- Evaluation sheets
- Participant list for contact exchange
- Photo protocol (with participants’ consent)

Focus Group

Method Description

The focus group is a moderated group discussion used to gather and exchange qualitative insights. It is particularly suitable for exploring opinions, experiences, or ideas from the perspective of a defined target group. In an open, structured dialogue, different perspectives are highlighted, questioned, and deepened, providing deeper insights into the attitudes and needs of participants.

Objectives

- Develop a deeper understanding of target group perspectives
- Identify needs, opinions, and barriers
- Gather qualitative feedback on ideas, prototypes, and measures
- Foster dialogue between different stakeholder groups
- Create well-founded decision-making bases

Target Group:

- Social entrepreneurs and SSE actors
- Administration and political decision-makers
- Civil society groups and interest representatives
- Project participants and stakeholders
- Citizens or users of services

Areas of Application:

- Needs assessment and target group research
- Development and evaluation of concepts and services
- Project evaluation and impact measurement
- Strategy and action plan development
- Supporting method in qualitative research processes
- Participatory planning processes

Group Size

- 6–10 participants per group
- Additional groups possible if needed, using a similar guide

Time Frame

- 1.5 to 2 hours
- Depending on the number of guiding questions and planned discussion depth
- Plus approx. 15 minutes each for introduction and wrap-up

🛠️ **Method Procedure**

1. Preparation (1 to 2 weeks in advance)

- Define objective, topic, and guiding questions
- Select suitable participants (diversity, relevance, openness)
- Develop an interview/discussion guide (3 to 5 guiding questions)
- Choose an experienced facilitator and, if needed, a note-taker or observer
- Organize the setting (location, technology, materials)

2. Implementation

- Welcome & introduction (15 min: objectives, procedure, confidentiality)
- Warm-up or short introductory round
- Moderated exchange on 3-5 guiding questions (60 min)
- Encourage equal participation through active facilitation and targeted follow-up questions
- Visualization of key statements (optional, e.g., pin board, digital board)
- Closing round with reflection or short statements ("lightning round")

3. Conclusion

- Summarize key findings
- Express thanks and, if applicable, provide feedback on how results will be used
- Allow for informal closing
- Outlook & next steps

🧩 **Formats and Variants**

👤 **In-person:**

- Tables (optionally with paper tablecloths, pens)
- Moderation cards, flipchart, pens
- Pleasant café atmosphere (optionally with snacks, music, drinks)

💻 **Online:**

- Video conference with breakout rooms (e.g., Zoom, MS Teams)
- Digital whiteboards (e.g., Miro, MURAL, Conceptboard)
- Joint documentation in collaborative tools

🔄 **Hybrid:**

- Combination of in-person and online groups
- Requires intensive technical preparation and dual facilitation (separate hosts for online groups)
- Ensure equal participation of both groups

📚 Materials

For in-person formats:

- Facilitation materials (cards, flipchart, pens)
- Audio/video recording device (optional)
- Interview/discussion guide & feedback forms
- Quiet room with a pleasant atmosphere

For online formats:

- Conferencing software with breakout function
- Digital whiteboard (e.g., Miro, MURAL, Conceptboard)
- Visualization tools (e.g., Canva, PowerPoint, Padlet)
- Prepared templates and forms

☑️ Follow-up and Quality Assurance

- Immediate debriefing within the facilitation team
- Evaluation and documentation of results
- Preparation tailored for different target groups
- Feedback to participants (optional)

✅ Success Factors

- Clear objectives and precise guiding questions: open, understandable, exploratory
- Appropriate participant selection: relevance, diversity, willingness to engage
- Experienced facilitation: empathetic, structured, impartial
- Trusting atmosphere: space for honest, critical feedback
- Professional documentation: prepare results in a transparent and usable way
- Avoid dominance: all voices should be heard
- Effective time management: balanced discussion time for each question

🔗 Collection of Links

- fokusgruppen methode video englisch - Google Suche
- What Is a Focus Group? | Step-by-Step Guide & Examples
- Miro Template: Focus Group Discussion Map
- Padlet als Tool zur Visualisierung in Gruppenprozessen

Future Lab

Method Description

The Future Workshop (Future Lab) is a creative, participatory method for the joint development of visions and concrete solution approaches to societal challenges. In three structured phases – critique, utopia, and realization – participants first analyze problems, then design ideal visions of the future, and finally derive feasible measures from them. In the context of the Social and Solidarity Economy (SSE), the method strengthens participatory planning, social innovation, and common-good-oriented action.

Objectives

- Develop visions, new ideas, and images of the future
- Promote participation and actively include diverse perspectives
- Strengthen creative thinking and stimulate solution-oriented thinking
- Foster cooperation and strengthen dialogue and networks among stakeholders
- Support empowerment – promote self-efficacy and engagement

Target Groups

Suitable for heterogeneous groups in the SSE context, including:

- Social enterprises, associations, cooperatives
- Municipal administrations, funding institutions
- Representatives from education, culture, environment
- Citizens, especially disadvantaged groups
- Youth, students, local changemakers
- Networks (e.g., LAP working groups)

Areas of Application

- Strategy and vision development
- Capacity building and training measures
- Co-creation of innovative approaches in networks or clusters
- Future-oriented citizen participation in municipalities

Group Size

- Optimal: 12-25 participants
- Small format: 6–10 participants (e.g., in working groups, peer learning)
- Large groups (up to approx. 50): possible with breakout groups and multiple facilitators

🕒 Time Frame

- Standard workshop: 4-6 hours (half-day or full-day event)
- Intensive version: 1.5-2 days (for in-depth planning & co-creation)
- Short format / impulse workshop: 2-3 hours (e.g., at conferences or networking events)

🛠 Procedure: Three Main Phases

1. Critique Phase ("Analysis of the Present") - 60-90 min
Goal: Openly identify grievances, challenges, and barriers Procedure:

- Introduction to the topic (e.g., access to SSE for disadvantaged groups)
- Individual or group work with cards: "What is not working well?"
- Clustering and analysis: causes, systemic interrelations

2. Utopia or Imagination Phase ("Thinking the Future") - 60-90 min

Goal: Develop ideal solutions – without restrictions Methods & Formats:

- Collages, visualizations, role plays
- Storytelling: "A day in 2035…"
- Creative techniques (e.g., elements of Design Thinking)

3. Realization Phase ("Back to Reality") - 90-120 min

Derivation of concrete measures and projects

Methods:

- Project profiles (objectives, target groups, resources, impact)
- Action plans with timeline & responsibilities
- SWOT analyses, feasibility checks
- Prioritization by voting or scoring

🧩 Formats and Variants

👤 In-person

- Direct interaction, physical materials, stronger group dynamics

💻 Online

- Digital group work with tools such as Miro, Mural, Conceptboard, Mentimeter, Padlet
- Use of breakout rooms
- Important: clear facilitation, technical support, interactive design

🔄 Hybrid

- Combination of in-person and online participants
- Technical requirements: cameras, microphones, online whiteboards, facilitation assistance
- Recommendation: only with high technical capacity and clear role distribution

Variants: can be combined with Design Thinking, Theory of Change, Open Space

📚 Materials

For in-person formats

- Room requirements: flexible workshop space with stations for group work
- Facilitation materials: cards, markers, flipcharts, pin boards, moderation cards

For online formats

- Video conferencing tools with breakout function (Zoom, MS Teams)
- Interactive whiteboards (Miro, Mural, Conceptboard, Padlet)
- Survey tools (Mentimeter, Slido)
- Templates: project planning, feedback forms, SWOT grid

☑️ Follow-up and Quality Assurance

- Transparent documentation – minutes, photos, visualizations
- Ensure follow-up processes – translate results into strategies, projects, policies
- Binding agreements – e.g., action plans with responsibilities
- Knowledge retention – central storage, transfer into organizations/networks
- Repeatability & scalability – method as a model for other topics/regions

✅ Success Factors

- Clear definition of goals – formulated jointly at the beginning
- Professional facilitation – neutral leadership, clear process structure
- Variety of methods – tools tailored to group and objectives
- Inclusive participation – space for all voices, especially marginalized groups
- Making results visible: visualization, photo documentation, possibly exhibition
- Ensure transfer: integrate results into strategy processes, project development or funding applications, follow-up

🔗 Collection of Links

- DIGITAL. AUTOMATED. CONNECTED. | Future Labs Live Basel 2026
- Future of Labs Final Report by SkillsSociety - Issuu
- Future Innovation Labs - Future Innovation Labs develops innovation strategies, projects and awareness experiences focused on sustainable, impactful technologies addressing social and economic challenges.
- un-futureslab.org

Interview Guide for Collecting Best Practices

📝 Method Description

The method aims to conduct structured qualitative interviews in order to systematically capture, analyze, and prepare successful practical examples for knowledge transfer.

🌟 Objectives

- Identify and document successful practices
- Understand success factors and lessons learned
- Examine transferability to other contexts
- Build and maintain networks
- Collect reference and teaching materials
- Identify additional relevant stakeholders/experts

🕒 Time Frame

- 45 to 60 minutes
- Additional time required for preparation and follow-up

🛠 Method Procedure:

1. Preparation (Checklist)
Careful preparation increases the quality and validity of the interview:

- Agree on date & duration (recommended: 45-60 minutes)
- Obtain consent for recording
- Conduct background research on the organization/person
- Test technology (especially for online interviews)
- Provide consent form
- Keep the interview guide ready (digital or printed)

2. Implementation: Interview Structure & Guiding Questions

A. Introduction (5-10 min)

- Introduction of interviewer & purpose of the interview
- Personal definition of “best practice”

B. Origin & Specifics (10-15 min)

- What problem was the practice based on?
- How did the idea come about? Were there role models or inspirations?
- What makes this practice special or innovative?

C. Implementation (15-20 min)

- How was the planning phase conducted?
- What resources were required?
- What steps were taken?
- How were internal/external stakeholders involved?
- How were resistances handled?

D. Results & Impact (10-15 min)

- What concrete results were achieved?
- How was success measured (KPIs)?
- What surprising effects occurred?
- Is the impact sustainable?

E. Challenges & Learnings (10-15 min)

- What were the biggest hurdles?
- Which success factors contributed to success?
- What would you do differently today?

F. Transferability & Scaling (10-12 min)

- Under what conditions is the practice transferable?
- What adjustments would be necessary?
- Is there a scaling strategy?

G. Networking & Knowledge Transfer (5-8 min)

- Was there an exchange with other organizations?
- Is there material or support for imitators?
- How is knowledge documented and shared?

H. Future Perspectives (5 min)

- What trends are emerging?
- How will the initiative develop further?

3. Closing the Interview (3-5 min)

- Are there any open points or additions?
- What advice would you give to others?
- Can you recommend additional experts?
- Thanks & outlook on next steps (e.g., transcript, approval, publication)

Template / Framework Data for Interview Documentation:
| Date/Time | Interviewer | Interviewee | Position | Organization | Duration | Recording: ☐ Yes ☐ No |

☑ **Follow-up & Quality Assurance**

- Immediately after the interview: secure key insights
- Save audio/video recording
- Conduct transcription & content analysis
- Create a Best Practice Profile
- Obtain approval of the content from the interviewee
- Send thank-you email including summary and, if necessary, follow-up questions

☑ **Success Factors**

- Listen actively and probe specifically
- Ask open W-questions (What? How? Why?)
- Request evidence: figures, examples, facts
- Remain neutral & empathetic
- Allow pauses – give thinking time
- Summarize to ensure understanding

Personas Map

📝 Method Description

The Personas Map is a user-centered visualization method for describing typical target group profiles in the form of fictional but realistic “personas.” It is based on real data and insights (interviews, surveys, analytics) and systematically presents key characteristics, needs, motivations, challenges, and behaviors of users or stakeholders.
The goal is to adopt the perspectives of the target group in order to design services, projects, or communication measures that are demand-oriented.
The method enables an empathetic, action-oriented, and differentiated view of real needs and contexts. The Personas Map is therefore an effective tool for user-centered planning, innovation, and communication – especially in the field of social projects, SSE, and participatory processes.

🌟 Objectives

- Make target group needs, barriers, and motivations visible and understandable
- Foster empathy within the team for users and enable perspective shifts
- Create a shared understanding of priorities and challenges
- Develop tailored measures, messages, and solutions
- Design communication and outreach in a targeted way
- Improve participation and co-creation
- Provide a foundation for further methods such as journey mapping, prototyping, or theory of change (ToC)

👥 Target Group:

- Project, innovation, and communication teams
- Teams in the Social and Solidarity Economy (SSE)
- Administrative staff, funders
- Multipliers and community managers
- Civil society initiatives and NGOs

📍 Areas of Application:

- Target group analysis and strategy development
- Development of communication strategies
- Project and service development
- Planning of awareness campaigns
- User-centered project development
- Co-creation, service design, and design thinking
- Stakeholder dialogues and participatory processes

🔢 Group Size

- Optimal: 3-6 people (per persona)
- Larger groups: divide into teams, one persona per group; rotating working groups
- Can also be used as an individual exercise in preparation for larger workshops

🕒 Time Frame

- Short version: 45-60 minutes per persona
- Standard version: 1.5–3 hours (including research and discussion)
- Expandable through interviews, surveys, or focus groups

🛠️ Method Procedure / Application Steps

Step	Description	Methods & Tools
1. Identify target groups	Cluster relevant users or stakeholders	Target group analysis, stakeholder mapping
2. Select personal	Choose a typical user group for the map	Discussion, voting
3. Fill in characteristics	Biography, motivation, needs, barriers	Persona canvas, guiding questions
4. Add context	Describe living environment, touchpoints, channels	Scenarios, storytelling
5. Reflect & apply	Transfer insights to the project	Discussion, post-its, transfer questions

🧩 Formats and Materials

👤 In-person:

- Individual work: analysis conducted alone for personal planning
- Group work: workshop with moderated discussion
- Moderation cards, posters, printed templates
- Persona map template (A3 format)
- Data from previous research (interviews, surveys, analyses)
- Exchange through role plays or perspective-taking

💻 Online:

- Online whiteboards (e.g., Miro, MURAL, Canva, UXPressia, Smaply)
- Laptop/projector for digital sessions
- Persona map template
- Data from previous research (interviews, surveys, analyses)
- Use of templates with drag-and-drop fields

Variants

- Basic persona with a few fields for quick projects
- Extended: detailed persona with journey map connection

📚 **Materials**

- Persona canvas (analog or digital)
- Moderation cards, markers, sticky dots (for in-person use)
- Laptop/tablet for online or hybrid use
- Templates on digital whiteboards
- Set of guiding questions to support group discussion
- Results template for documentation (PDF or presentation)

☑️ **Follow-up and Quality Assurance**

- Document personas in writing and update them regularly
- Compare with real user or stakeholder data
- Gather feedback from experts or target groups
- Regular updates (when the target group changes)
- Integrate into all relevant planning and communication processes
- Link with action planning or other methods (e.g., Journey Map, Theory of Change)
- Reflection: Which insights are surprising? What changes in the planning?

✅ **Success Factors**

- Based on real data, not just assumptions (interviews, surveys, experiential knowledge)
- Involvement of people with direct contact to the target group
- Diversity of perspectives within the team (interdisciplinary)
- Continuous updates as the project progresses
- Empathetic approach instead of stereotypical representation
- Focus on action relevance - what does this mean for our project?
- Regular review and further development of the personas
- A Personas Map unfolds its full impact when it is visibly displayed in the working environment or integrated as a central reference point in project management tools - this way the target group remains present in every decision.

🔗 **Collection of Links**

- Open-Source Persona Template (englisch) → miro.com/templates/persona
- UXPressia Persona Tool → uxpressia.com
- Canva Persona-Vorlagen (kostenlos) → canva.com/persona-templates
- IDEO Design Kit – Personas → designkit.org

Quadruple-Helix-Model

📝 Method Description

The Quadruple Helix Model is a concept designed to foster innovation and collaboration across different sectors of society. It builds on the well-known Triple Helix Model (industry – academia – government) and expands it by adding a fourth dimension: civil society, including citizens and, depending on interpretation, also media and cultural institutions.
The Quadruple Helix Model is particularly suitable for addressing socially relevant challenges with innovative, inclusive, and sustainable solutions—such as in care services, education, social participation, sustainable urban development, or regional circular economies.
It is a practice-oriented and participatory innovation method frequently used in fields such as social innovation, sustainability, and regional development. It promotes systemic, inclusive, and viable approaches to the major challenges of our time.

The Quadruple Helix describes a cooperative innovation system in which four key actors jointly develop innovations:

1. Science/Research – universities, research institutes
2. Industry/Economy – companies, start-ups, industrial actors
3. Government/Public Sector – public administration, authorities, policymakers
4. Civil Society/Media/Culture – NGOs, citizens, social movements, media, cultural institutions

🌟 Objectives

- Promote social, environmental, and technological innovation through cooperative, cross-sector collaboration
- Ensure participation of diverse societal actors
- Develop needs-based and socially relevant solutions
- Strengthen social responsibility and societal resilience
- Build trust and long-term cooperation structures

👥 Target Group:

- Actors from the social economy (e.g., social enterprises, cooperatives, NGOs)
- Public administrations and policymakers
- Researchers from social sciences, economics, or environmental studies
- Citizens, civil society initiatives, people with lived experience
- Multipliers (e.g., regional developers, educational actors

📍 Areas of Application:

- Development and implementation of social innovations
- Building local/regional innovation ecosystems
- Designing public-private partnerships (PPP)
- Projects focused on poverty reduction, social inclusion, sustainability
- Cooperation projects within EU programmes (e.g., Interreg, ESF+)

Example Application

A regional innovation project to promote sustainable mobility:

- Academia researches environmentally friendly technologies
- Industry develops relevant products and business models
- Government provides funding programmes and infrastructure
- Civil society contributes local needs and ideas, and tests pilot measures

🛠️ Method Procedure

Phases	Description
1. Analysis & Needs Assessment	Identification of shared challenges within the region or sector
2.Actor Mapping & Team Building	Identification of relevant representatives from all four helices
3.Co-Creation & Idea Development	Facilitation of participatory workshops to develop joint solutions
4.Piloting & Implementation	Pilot testing and further development of solution approaches with all stakeholder groups
5.Evaluation & Consolidation	Reflection, impact measurement, and securing sustainable cooperation

🧩 Formats

- Co-creation workshops
- World Cafés, design thinking labs
- Participatory future workshops
- Round tables and policy labs
- Community dialogues and citizen participation

☑️ Follow-up and Quality Assurance

- Use of proven facilitation methods
- Transparent decision-making processes (e.g., consensus principles, feedback loops)
- Application of success criteria for cross-sector collaboration
- Indicator-based impact measurement (e.g., social reach, degree of inclusion)
- External evaluation or peer review by participating stakeholders

Materials

- Actor-mapping templates
- Checklists for cooperation agreements
- Facilitation guidelines for co-creation workshops
- Templates for process and impact documentation
- Case studies and good practices (e.g., from Interreg or ESF projects)
- Visualisation tools (e.g., helix model graphics, stakeholder maps

Advantages of the Quadruple Helix Model

- Higher relevance and acceptance of innovations
- Promotion of social cohesion and shared responsibility
- Multidimensional solutions to complex societal challenges
- Strengthening of local innovation ecosystems

Challenges

- Different languages, logics, and interests among actors
- Power imbalances and unequal distribution of resources
- Requires moderated processes, trust, and clear structures

Collection of Links

- un-futureslab.org
- Co-shaping the Future in Quadruple Helix Innovation Systems: Uncovering Public Preferences toward Participatory Research and Innovation
- Future of Labs Final Report by SkillsSociety - Issuu
- Quadruple and quintuple innovation helix framework - Wikipedia

SCAMPER

📝 Method Description: SCAMPER

SCAMPER is a creative thinking and innovation technique that allows existing products, services, processes, or ideas to be systematically questioned and further developed. The method uses seven targeted questioning techniques to open up new perspectives, overcome mental blocks, and develop socially innovative solutions.
In the SSE context, SCAMPER is particularly suitable for rethinking participatory processes, improving inclusion-oriented services, or further developing community-based business models.

🌟 Objectives of the Method

- Promote creativity and lateral thinking in group processes
- Build problem-solving competence
- Systematically further develop existing services
- Generate social innovations for the common good
- Strengthen participation and joint solution development
- Enable innovation processes and new perspectives on familiar challenges

👥 Target Groups

- Actors from social enterprises, cooperatives, associations
- Employees of public administrations in the SSE field
- Stakeholders from education, culture, participation, and integration
- Youth initiatives, local networks, and community projects
- Participants in capacity-building programs or innovation workshops

📍 Areas of Application

- Project development and further development
- Co-creation labs with SSE actors
- Social innovation labs
- Improvement of services or programs
- Strategy and idea generation in workshops
- Preparation of funding applications and pilot measures

🔢 Group Size

- Ideal: 4–6 people per small group
- Overall group: up to 20 participants (more possible with shared facilitation)

🕒 **Time Frame**

- Standard version: approx. 90 minutes
- Intensive workshop incl. prototyping: 3-4 hours
- Can be expanded into a full-day workshop or as part of innovation camps

🛠 **Method Procedure**

1. Introduction (10–15 min)

- Explain the objective of the workshop
- Introduce the SCAMPER method (with a practical example)
- Form small groups, define topic or product

2. Define Initial Idea (10 min)

- Each group describes a concrete challenge or idea on a flipchart or digital template

3. Work on SCAMPER Questions (45–60 min)

- Each group works through the 7 questioning techniques
- Record all ideas – no evaluation, only collection

SCAMPER: The Seven Prompt Questions

Letter	Meaning	Sample Guiding Questions
S	Substitute	What can be substituted or exchanged?
C	Combine	What can be combined or linked?
A	Adapt	What can be adapted or adopted?
M	Modify / Magnify / Minify	What can be modified, enlarged, or reduced?
P	Put to other use	How can it be used differently?
E	Eliminate	What can be removed or simplified?
R	Reverse / Rearrange	What can be rearranged or reversed in order?

4. Cluster & Prioritize Ideas (20 min)

- Cluster ideas by thematic fields
- Evaluate according to criteria such as feasibility, impact, innovation potential
- Voting with dots or online tools (e.g., Mentimeter, Miro)

5. Prototyping / Action Planning (optional, 30-60 min)

- Elaborate selected idea: objective, target group, next steps
- Initial visualization, timeline, partners, resources

6. Conclusion & Transfer (15 min)

- Short presentation of the best ideas in plenary
- Reflection: "What do I take away?"
- Transfer into further processes (e.g., pilot project, application, strategy)

🧩 Formats and Variants

👤 In-person

- Ideal for creative spaces, co-working centers, neighborhood workshops

💻 Online

- Tools: Miro, Mural, Conceptboard, Mentimeter, Padlet
- Breakout rooms for small groups, facilitation via video conference

🔄 Hybrid

- Combination of local groups and online co-facilitation
- Joint idea collection on digital whiteboards

📚 Materials

For in-person formats

- Flipcharts, pin boards, moderation cards, markers
- Templates for SCAMPER questions
- Templates for project planning

For online formats

- Interactive whiteboards (Miro, Mural)
- Survey tools (Mentimeter, Slido)
- Video conferencing tools with breakout function (Zoom, MS Teams)

☑️ Quality Assurance & Sustainability

- Documentation of all results (photo, minutes, PDF, save SCAMPER matrix digitally)
- Reflection round on the effectiveness of the method
- Follow-up meeting for the implementation of the best ideas
- Integration into strategic processes
- Evaluation of impact during test run / prototype

✅ Success Factors

- Clear focus and good preparation of the initial idea
- Structured facilitation & supporting materials
- Open, appreciative group atmosphere
- Sufficient time for reflection and prioritization
- Consistent documentation and further processing of results

🔗 Collection of Links

- Scamper: How to Use the Best Ideation Methods | IxDF
- SCAMPER model of creativity, explained | An easy innovation framework for business [GUIDE] — BiteSize Learning
- Unbounding Creativity: Mastering Innovation with the SCAMPER Examples
- SCAMPER explained (5 min read): Pros & Cons, Examples...
- SCAMPER Technique Examples and Applications
- SCAMPER Technique: Drive Innovation & Creativity - SixSigma.us

6-3-5-Method

Method Description

The **6-3-5 method** is a written, structured brainstorming technique designed to generate a large number of ideas in a short time. The name stands for: 6 participants, 3 ideas per round, 5 minutes per round (usually 6 rounds).

It belongs to the methods of collective idea transfer and is particularly suitable when many different perspectives are involved and participants build on each other's ideas.

Objectives

- Create a broad base of ideas in a short time (up to 108 ideas in 30 minutes)
- Promote creativity by connecting to and further developing ideas
- Avoid dominance by individuals and provide equal participation opportunities for all
- Ensure a documented collection of ideas for later evaluation

Target Group:

- Project teams and working groups
- Stakeholder groups
- Citizens
- Especially suitable for heterogeneous groups with diverse professional backgrounds.

Areas of Application:

- Development of new project ideas or services
- Idea generation for communication and awareness campaigns
- Planning measures for stakeholder involvement
- Identification of cooperation opportunities between organizations
- Strategy workshops, innovation or sustainability projects

Group Size

- Ideal: 6 people per group (several groups possible in parallel)
- Adjustable: 4-8 people (with appropriately modified template)

Time Frame

- Total duration: 45 minutes (incl. introduction & evaluation)
- Per round: 5 minutes writing time
- Number of rounds: usually 6, optionally 4-8 depending on objectives

🛠️ Method Procedure

1. Preparation

- Formulate the topic or guiding question precisely
- Prepare one 6-3-5 worksheet per person (3 columns × 6 rows).
- Prepare materials: pens, timer, moderation materials for evaluation if needed

2. Implementation

- Round 1: Each person writes down 3 ideas (one per column) in the first row
- Pass the sheet to the next person
- Rounds 2–6: Each person reads the existing ideas, builds on them, or adds new ones
- No discussion, no comments – purely written; strict adherence to time

3. Conclusion and Evaluation

- Collect the sheets and cluster all ideas (group similar ones).
- Evaluate ideas according to defined criteria (e.g., feasibility, impact, degree of innovation, relevance).
- Prioritize using, for example, sticky dots or an evaluation matrix.
- Document results and prepare them for the next project steps.

🧩 Formats and Variants

👤 In-person:

Physical exchange of worksheets

💻 Online:

- Digital: Online whiteboards (e.g., Miro, MURAL, Conceptboard) with shared tables

Variants

- Variant '4-3-6': 4 people, 3 ideas, 6 rounds – for smaller groups
- Variant with images: ideas are complemented by sketches or symbols (visual brainwriting)
- Open brainwriting: rounds without time limits

📚 Materials

For in-person formats:

- 6-3-5 worksheet (3 columns × 6 rows, adjusted to group size)
- Pens (or digital input options)
- Timer/clock
- Moderation materials for evaluation (sticky dots, pin boards, digital clustering tools)

🔄 For online formats:

- Digital clustering functions via Miro, MURAL, Conceptboard, MS Teams/OneDrive, Google Docs, MS Word Online

☑ **Follow-up and Quality Assurance**

- Cluster analysis to identify thematic focus areas
- Prioritize using, for example, sticky dots or an evaluation matrix.
- Multi-stage evaluation with clear criteria (e.g., in two rounds: first rough, then detailed)
- Ensure that every idea is clearly documented
- For digital formats: export/archive all entries
- Document results and prepare them for the next project steps

✅ **Success Factors**

- Clear facilitation to ensure rule understanding and discipline
- Clear, inspiring questions
- Strict adherence to time per round
- No discussion during idea generation
- Create a pleasant, distraction-free working environment
- Immediate follow-up while ideas are still fresh.

🔗 **Collection of Links**

- video brainwriting 6-3-5 englisch - Google Suche
  A concise two-minute explainer presenting the core structure and benefits of the 6-3-5 brainwriting technique—great for a quick visual overview.
- video brainwriting 6-3-5 englisch - Google Suche
- What is Brainwriting — updated 2025 | IxDF
  Explains how the 6-3-5 method creates momentum through collaborative idea generation, leading to a wealth of ideas in a short time. Also explores variations like the brainwriting pool.
- What is brainwriting? Methods, instructions, & templates | Mural

Social Network Analysis

📝 Method Description

Social Network Analysis (SNA) is a method for systematically capturing and analyzing relationships and interactions between actors within a network. In the context of the Social and Solidarity Economy (SSE), it enables the visualization of cooperation structures, influence relationships, and communication flows to reveal central nodes, information pathways, and potential cooperation gaps. The goal is to strategically strengthen the SSE ecosystem, foster synergies, and develop targeted interventions for network optimization.

🌟 Objectives of the Method

- Visualize and analyze relationships, collaborations, and resource flows between SSE actors
- Identify key actors, bridging roles, information flows, and cooperation gaps
- Strengthen collaboration and knowledge transfer within the SSE ecosystem
- Promote strategic alliances, public-private partnerships, and regional networks
- Provide a basis for evidence-based development of projects, programs, or entire ecosystems

👥 Target Groups

- SSE organizations, social enterprises, cooperatives
- Public administrations with SSE relevance
- Intermediary actors (e.g., development agencies, networks)
- Research institutions and educational providers in the SSE field
- Stakeholders in local action plans, projects, or ecosystem development

📍 Areas of Application

- Analysis of stakeholder networks within projects or programs
- Monitoring and evaluation of collaborations and networks
- Strategic planning of cross-sector partnerships (e.g., PPPs in the SSE context)
- Development of regional or thematic SSE clusters
- Identification of isolated actors or underutilized interfaces in the system

🔢 Group Size

- Ideal: 4–6 people per small group
- Overall group: up to 20 participants (more possible with shared facilitation)

🛠️ Method Procedure

1. **Define objectives & clarify analysis context**
   What question should the SNA answer?
2. **Data collection**
   Surveys, interviews, online tools, document analysis to capture relationships and interactions
3. **Network modeling**
   Mapping actors (nodes) and their connections (edges) in a suitable data structure
4. **Visualization & analysis**
   Creation of network graphs; calculation of key metrics (e.g., centrality, density, clusters)
5. **Interpretation & recommendations**
   Which actors are central? Where are the gaps? How can cooperation be strengthened?
6. **Communication & follow-up**
   Presentation of results, integration into strategic processes, workshops or network meetings

🧩 Formats and Variants

👤 In-person

- Workshops for network data collection, result discussion, and strategic planning

💻 Online

- Digital surveys, online SNA tools, webinars for result presentation

🔄 Hybrid

- Combination of online data collection and in-person workshops for network development

📚 Materials & Tools

- Questionnaires (analog/digital) to collect relationships, contacts, collaborations
- Visualization tools such as Gephi, Kumu, NodeXL, Pajek, UCINET
- Network mapping templates (e.g., on moderation cards or digital platforms)
- Analysis software for metrics like centrality, density, clustering coefficients
- Presentation materials to communicate results (e.g., network maps, infographics)

☑ Follow-up and Quality Assurance

- Clear definition of analysis goals and boundaries
- Validated data collection instruments and systematic data processing
- Transparent documentation of the methodology
- Plausibility checks of network data (e.g., through triangulation)
- Reflection and involvement of target groups in result interpretation

✅ Success Factors

- Clear objectives and participatory analysis approach
- Transparent communication of the method to participants
- Trustworthy data collection (possibly anonymized)
- Use visualization results as a basis for discussion and learning
- Integration of results into strategic decision-making processes
- Follow-up measures to activate and strengthen the network

🔗 Collection of Links

- Qualitative approaches: social network analysis | EU CAP Network
- The Application of Social Network Analysis to Economic and...
- Social-network-analysis.pdf
- Social Network Analysis for Evaluating Development Interventions: A Methods Note

Stakeholder-Mapping

📝 Method Description

Stakeholder mapping is a visual analysis method used to identify, categorize, and prioritize relevant actors and groups in the context of a project or campaign.
It supports strategic planning by showing who has influence, who is affected, and how to best involve these groups. Complex relationship structures are transformed into clear, action-oriented insights.

🌟 Objectives

- Identify relevant actors
- Analyze stakeholders' influence and interests
- Define communication priorities
- Develop suitable participation strategies
- Make cooperation opportunities visible
- Detect risks and resistance early

👥 Target Group:

- Project and campaign managers
- Teams in the Social and Solidarity Economy (SSE)
- Public-private partnerships (PPP)
- Communication and PR managers
- Networkers and community managers

📍 Areas of Application:

- Preparation of awareness campaigns
- Development of communication strategies
- Project planning in SSE and PPP contexts
- Risk and conflict management
- Building networks and cooperation

🔢 Group Size

- Ideal: 4–12 people (for workshops)
- Smaller teams possible for in-depth analysis
- For larger groups: divide into subgroups with later consolidation

🕒 **Time Frame**

- Short format: 60-90 minutes (basic analysis)
- Extended format: 2-4 hours (incl. detailed stakeholder strategy planning)

🛠 **Method Procedure**

1. Preparation

Clarify the objective

- Which project or topic is the focus?
- What is the goal of the mapping? (e.g., mobilize supporters, avoid conflicts)

2. Implementation

Collect stakeholders

- Brainstorm all persons, groups, institutions that could be relevant
- Categories: directly affected, indirectly affected, multipliers, decision-makers, opponents

Categorize stakeholders

- Place into an influence/interest matrix
  - Axis 1: Influence (high-low)
  - Axis 2: Interest (high-low)

Analysis

- Expectations, needs, potential contributions, and resistance of each stakeholder group
- Derive communication and participation strategies

3. Conclusion and Evaluation

Documentation & Prioritization

- Record results (table, graphic, photo protocol)
- Integrate stakeholder strategy into overall planning
- Evaluate ideas according to defined criteria (e.g., feasibility, impact, degree of innovation, relevance)

🧩 **Formats and Materials**

👤 **In-person:**

- Individual work: short analysis for smaller projects
- Group work: interactive workshop with subsequent discussion
- Flipchart, pin board with cards or post-its
- Templates for stakeholder matrix

💻 **Online:**

- Online whiteboards (e.g., Miro, MURAL, Conceptboard, Lucidchart)
- Laptop/projector for digital implementation
- Templates for stakeholder matrix (digital)

Variants

- Extended mapping: inclusion of power/influence relationships, resources, and conflict lines
- Combination of stakeholder mapping with personas and empathy maps, not only to know who is relevant but also how these people think, feel, and act

☑️ **Follow-up and Quality Assurance**

- Cross-check with team & experts: validate results together
- Updating: stakeholder landscapes change – review mapping regularly (e.g., quarterly)
- Gather feedback: obtain assessments from key persons regarding completeness and categorization
- Secure documentation: archive versions to make developments traceable
- Integration into project management: include mapping as a fixed component in project management tools

✅ **Success Factors**

- Clear goal definition before starting
- Broad perspective: involve team members from different areas
- Openness to criticism and different viewpoints
- Regular updating of the analysis
- Combination with additional methods (personas, empathy maps, network diagrams)
- Transparent communication of results within the team and with relevant stakeholders

🔗 Collection of Links

- stakeholder mapping methods - Google Suche
- What is a Stakeholder Map?
- Online-Stakeholder-Matrix-Vorlagen
- Stakeholder Engagement Toolkit
- BEST 10 Stakeholder Map Templates | Miro
- Kostenlos online Stakeholder-Maps erstellen | Canva
- Stakeholder-Analyse Kostenloses Template | Conceptboard

SWOT Analysis

Method Description

The SWOT analysis is a strategic assessment and planning tool used to systematically evaluate the internal strengths and weaknesses as well as the external opportunities and threats of a project, organization, or initiative. It combines internal self-reflection with structured environmental scanning and provides a solid foundation for strategic decision-making, prioritization, and further development. The method is suitable for both individual analyses and participatory group processes.

Objectives

- Ensuring and advancing the strategic orientation of the social mission
- Identifying areas of action with high social impact
- Strengthening economic, organizational, and social sustainability
- Identifying strategic action fields
- Supporting decision-making and prioritization
- Detecting development and innovation potentials
- Deriving concrete measures and strategies

Target Group

- Social enterprises, social cooperatives, NGOs
- Stakeholders in PPP/PPP-like constellations
- Civil society initiatives and networks
- Municipal actors with relevance to the social and solidarity economy (SSE)
- Project sponsors, social innovators

Fields of Application

- Organizational and strategy development
- Project planning, pilot measures, and real-world laboratories
- Innovation and transformation processes
- Evaluation and reflection processes
- Preparation of funding applications and programs
- Network and cooperation development
- Market and environmental analyses

Method Procedure

Step 1: Clarifying Goals and Scope

- Clarifying the subject of analysis (organization, project, initiative)
- Defining the time horizon and context
- Determining involved stakeholders

Step 2: Collecting SWOT Factors

- Strengths: internal resources, competencies, success factors
- Weaknesses: internal deficits, bottlenecks, challenges
- Opportunities: external trends, funding windows, market or needs developments

- Threats: external risks, uncertainties, competition, regulatory risks

Step 3: Structuring and Prioritization
- Clustering similar points
- Assessing relevance and impact
- Prioritizing key factors

Step 4: Strategic Derivation
Developing strategic action approaches:
- SO strategies: using strengths to leverage opportunities
- WO strategies: addressing weaknesses by using opportunities
- ST strategies: using strengths to reduce threats
- WT strategies: reducing risks and weaknesses simultaneously

Step 5: Action Planning
- Deriving concrete measures
- Defining responsibilities, timelines, and resources
- Integrating results into existing planning or monitoring systems

🧩 Formats & Variants

👤 🔵 In-person

- Facilitated workshops (small groups, World Café, pinboard work)
- Card-based input and flipchart visualization

💻 Online

- Digital whiteboards (e.g., Miro, Mural, Conceptboard)
- Breakout sessions for group collaboration
- Real-time joint documentation

🔄 Hybrid

- Combination of in-person and online participation
- Digital tools as shared workspaces

📚 Materials & Tools

- Flipcharts, pinboards or Metaplan walls, whiteboards
- Sticky dots for prioritization, moderation cards, markers
- Digital whiteboards (Miro, Mural, Jamboard alternatives, PowerPoint)
- Collaborative documents (MS Teams, Google Docs)
- SWOT matrix (4-field structure: strengths, weaknesses, opportunities, threats)
- Prioritization grids
- Voting tools (Mentimeter, Slido)
- SWOT matrix (2×2 grid)
- Templates for measures and strategies
- Stakeholder and community mapping tools

✅ Success Factors

- Clear goal definition and impact orientation
- Participatory involvement of relevant stakeholders
- Clear distinction between internal and external factors
- Professional facilitation and time management
- Focus on prioritization rather than exhaustive listing
- Translation of the analysis into concrete actions
- Clear alignment with the social mission

☑️ Quality Assurance

- Clear criteria for strengths/weaknesses vs. opportunities/threats
- Validation through data, experience, and user feedback
- Reflection of goal conflicts (e.g., impact vs. financial viability)
- Transparent documentation and follow-up
- Regular updates and external peer reflection

🔗 Collection of Links

- SWOT analysis | Factsheets | CIPD
- SWOT Analysis: The Ultimate Guide (2025) | ClearPoint Strategy Blog
- SWOT: What Is It, How It Works, and How to Perform an Analysis
- SWOT Analysis: A Comprehensive Guide with Examples
- What is a SWOT Analysis? Definition, Method, and Examples

Stakeholder-Matrix

Method Description

The stakeholder matrix is a central analysis and planning tool in project management, designed to systematically identify, assess, and strategically involve relevant stakeholders of a project. It provides a structured overview of all individuals, groups, or organizations that are affected by the project or have an influence on its progress and success.

Purpose and Benefits of the Stakeholder Matrix

The matrix helps to:

- Capture the expectations, interests, and concerns of stakeholders
- Assess their influence and level of involvement in the project
- Develop appropriate strategies for dealing with them (e.g., inform, involve, monitor)
- Define concrete communication and intervention measures

This significantly contributes to risk minimization, participation, conflict prevention, and increased project acceptance.

Structure of the Stakeholder Matrix

The matrix is usually set up in tabular form and typically includes the following columns:

Column	Description
Stakeholder	Identification of relevant individuals, groups, or institutions
Interests / Expectations	Representation of what stakeholders expect from the project, support, or criticize
Influence on the Project	Assessment of how strongly the stakeholder can actively shape or disrupt the project (high/medium/low)
Level of Involvement	How strongly the stakeholder is affected by the project - positively or negatively
Strategy	Recommended approach for dealing with the stakeholder (e.g., involve, inform, satisfy, monitor)
Measures / Communication	Concrete activities and communication methods to appropriately engage the stakeholder
Responsible	Person(s) in the project team responsible for implementing the measures

📋 **Stakeholder Matrix - Template**

Stakeholder	Interests / Expectations	Influence on the Project	Degree of Impact	Strategy	Measures / Communication	Responsible
Name/Organization	What does the stakeholder expect from the project?	High/Medium/Low	High/Medium/Low	Involve/Actively/inform/ Monitor/Satisfy	Planned measures, communication channels, frequency	

🔗 **Collection of Links**

- Stakeholder Mapping Techniques - Management Weekly
- Stakeholder Map Template for Excel (Free Download)
- What is Stakeholder Mapping? Guide to Stakeholder Maps | Miro

Storytelling

📝 Method Description

Storytelling is a creative and participatory communication and learning method that makes complex social contexts accessible through narrative structures. In the context of the Social and Solidarity Economy (SSE) and public-private partnerships (PPP), storytelling enables the authentic communication of impact, learning experiences, the promotion of identification, and the visibility of the social impact of projects. The method transforms abstract concepts into tangible, human experiences, thereby creating emotional connections between stakeholders, target groups, and decision-makers.

🌟 Objectives

- Impact communication: stories make successes tangible
- Build trust and emotional connection to projects and initiatives
- Motivation and identification: actors recognize themselves in the stories and are encouraged
- Knowledge transfer: experiential learning through shared stories and best practices
- Networking: connecting like-minded actors through shared narratives
- Innovation: inspiration for new approaches through the success stories of others
- Advocacy: political and societal support for SSE and PPP projects

📍 Fields of Application:

- Awareness campaigns
- Local development projects: community-building and citizen participation
- Public relations and communication
- Monitoring & evaluation
- Capacity-building workshops
- Peer learning processes

🛠️ Methods

1. Story Circle Method / Story Workshop

Structured group approach to collective story development

- Participants share personal experiences in a rotating format
- Peer feedback and story selection by the group
- Joint further development of the best narratives

2. Storytelling Canvas

Structured framework for consistent story development

- Predefined categories for all relevant story elements
- Quality assurance through standardized structure
- Scalable application for different formats

3. Interview-Based Story Development

Professional elicitation of authentic stories

- Stories elicited from stakeholders using targeted questions
- Guided interviews with open storytelling prompts
- Ideal for documented stories (video, text, audio)
- Documentation in various media formats
- Preparation for specific target groups and channels

4. Story Mapping and Visual Storytelling

Graphic preparation of complex developments

- Visual story maps or picture cards for clear presentation
- Timeline-based presentation of project developments
- Infographics for quantitative impact data
- Interactive digital storytelling formats

📋 **Content: Story Architecture Framework**

Element	Description	Guiding Questions	SSE/PPP Specifics
Context	Initial situation and stakeholders	“What societal challenge existed?”	Social/ecological issues, market failure
Challenge	Concrete problem/needs situation	“What was not working or was completely missing?”	Unmet needs, service gaps
Innovation	Developed solution approach	“What new/different approach was chosen?”	Participatory approaches, hybrid financing
Implementation	Practical realization	“How was the project concretely implemented?”	Forms of cooperation, governance structures
Impact	Measurable and tangible results	“What changes have occurred?”	Social/ecological impact, efficiency gains
Learning Experience	Transferable insights	“What can others learn from this example?”	Scalability, replication potential

Typical Themes for SSE Stories:

- Inclusion & employment
- Local development
- Environmentally sustainable economy
- Empowerment & participation
- Cooperation & innovation

💻 Tools and Platforms

Tool	Use
Storytelling Canvas	Structured development of stories (paper or digital)
Interview guide (PDF)	Questions for collecting good stories
Canva / Miro / Mural	Visualization of storyboards or story maps
Loom / Zoom / Anchor	Simple video or audio recording and editing
Checklist for good stories	Checks clarity, relevance, emotionality, comprehensibility

🏛 Implementation Guide

Phase 1: Strategic Planning (Weeks 1-2)

1. Goal definition: set specific communication objectives
2. Target group analysis: stakeholder mapping and needs assessment
3. Channel strategy: select appropriate communication channels
4. Resource planning: define budget, staff, and timeline

Phase 2: Story Development (Weeks 3-6)

1. Story research: interviews, workshops, data collection
2. Narrative structuring: canvas-based story development
3. Prototyping: create and test first story versions
4. Quality assurance: peer review and stakeholder feedback

Phase 3: Media Implementation (Weeks 7-10)

1. Format adaptation: tailor for different channels and target groups
2. Media production: video, audio, text, and graphic production
3. Integration: embed into existing communication structures
4. Testing phase: pilot with selected target groups

Phase 4: Dissemination and Evaluation (Weeks 11-12)

1. Launch strategy: coordinated release across all channels
2. Community engagement: active interaction with feedback
3. Monitoring: track reach, engagement, and impact
4. Iteration: adjustments based on feedback and data

🔗 Collection of Links

- EN BLY IO2 Storytelling Intro & Techniques
- LESSON 13 - THEORY AND METHODS OF DIGITAL STORYTELLING
- Storytelling in Design Thinking - Explained with Real-life Example
- Design Thinking: Storytelling - SDTP

Study Visits / Excursions

Method Description

Study visits (excursions) enable participants to learn in practice through direct encounters with successful organizations, innovative solutions, and active stakeholders. The method combines experiential learning with structured reflection. The aim is to experience examples of good practice, reflect on them, and make them transferable to one's own context.

Objectives

- Get to know real-life examples of practice
- Understand innovative solutions and business models
- Exchange on an equal footing
- Gain inspiration and points of reference for one's own work
- Validate and make best practices visible
- Strengthen transregional networks and contacts
- Transfer approaches through direct experience
- Raise awareness among public actors about the potential of SSE

Target Group:

- Social entrepreneurs, SSE actors
- Administration, politics, and public institutions
- Trainers, consultants, multipliers

Areas of Application:

- Project development and strategic planning
- Networking and stakeholder dialogue
- Validation and transfer of best practices

Group Size

- Ideal: 6–20 participants
- Smaller groups allow for more intensive exchange
- For larger groups: parallel visits or staggered schedules

Time Frame

- Short format: half-day (3–5 hours including transfer)
- Standard format: full-day
- Multi-day learning journeys possible (including evening program, networking)

🛠️ Method Procedure

1. Preparation (Pre-Visit)

- Selection of suitable visit sites based on content-related criteria
- Briefing participants on background, objectives, and expectations
- Pre-visit tasks: e.g., short research, guiding questions
- Coordination with hosts (agenda, contacts, organization, safety aspects)
- Preparation of guiding question sheets and reflection materials

2. Implementation (On-Site Phase)

Typical elements of a study visit:

- Welcome & introduction by the host
- Presentation of the organization (mission, structure, impact, and challenges)
- Practical insights with a tour, demonstration, or hands-on elements
- Interactive discussions with management, staff, and users
- Moderated discussion round or reflection format (e.g., World Café, Fishbowl)
- Transfer: collecting first impressions & discussing possible transfer options

3. Follow-up (Post-Visit)

- Structured debrief (guiding questions, lightning round)
- Small group work: case studies, blog posts, posters
- Documentation: written, visual, or narrative
- Optional: follow-up workshop, peer webinar, learning journal

🏛️ Methodical Building Blocks

Element	Description	Benefit
Guiding question sheet	Reflection aid with transfer questions	Focus, depth, comparability
Moderated discussion	Exchange format (e.g., World Café, Fishbowl)	Peer learning, perspective shift
Storytelling exercise	Participants share what they have learned	Activation, emotional engagement
Learning posters / collages	Visual summary of impressions in groups	Creative learning, group reflection
Photo / video documentation	Recording impressions by participants or media professionals	Visibility, transfer, dissemination

🧩 Formats and Variants

👤 In-person: study visit on site

- Direct experience and spontaneous interaction
- Challenge: logistics and travel costs

💻 Online: virtual study visits

- Live broadcasts and interactive tours
- Cross-regional reach and cost efficiency

📚 Materials & Tools

For in-person formats:

- Information materials about the organization (possibly prepared dossiers)
- Reflection sheets, pens, mobile whiteboards or flipcharts
- Cameras for documentation
- Name badges, feedback cards, translation support if needed

For online excursions (virtual study visits):

- Video conferencing tools with screen sharing
- Interactive tours or live videos
- Collaborative boards (Miro/MURAL) for documentation
- Digital note-taking or reflection tools (e.g., Padlet, Google Forms)

☑️ Follow-up and Quality Assurance

- Reflection with structured guiding questions
- Documentation (e.g., as video, poster, story)
- Follow-up surveys on implementation

Sample Reflection Questions

- What was particularly inspiring or new for me?
- Which concrete solutions, methods, or structures could we adopt?
- Where are there similarities to challenges in my region?
- Which stakeholder roles and partnerships were decisive?
- How can the insights be integrated into existing strategies?
- Which approaches would be applicable in our context?

✅ Success Factors

- Careful selection of the visit location according to the needs of the target group
- Clear definition of objectives and integration into defined learning processes
- Equal dialogue between hosts and participants
- Competent facilitation and support of the learning and transfer process
- Structured reflection and documentation

🔗 Collection of Links

- Study Visits: a guide to effective communication
- Handbook for organisers of study visits for education and vocational training specialists | CEDEFOP

Theory of change

Method Description

The Theory of Change (ToC) is a strategic planning and evaluation tool that makes the logical connection between resources (inputs), activities, immediate results (outputs), medium- to long-term changes (outcomes), and the intended impact visible.
The ToC method answers the question: *“How do our activities lead to sustainable impact?”* while making the underlying assumptions, success conditions, and risks transparent. This turns it into a powerful tool for planning, management, communication, and evaluation.

Objectives

- Create transparency and clarity: clear representation of complex impact logic
- Improve planning: establish a logical link between resources, activities, and goals
- Make assumptions visible: explicitly name success factors and risks
- Involve stakeholders: promote a shared understanding of goals and pathways to success
- Facilitate evaluation: derive indicators from the impact logic
- Prepare transfer: systematically assess the transferability of best practices
- Anticipate risks: identify success factors and hurdles early on

Target Group

- Social entrepreneurs and representatives of SSE organizations
- Municipal and regional administrations
- Political decision-makers
- Civil society actors
- Project developers

Areas of Application:

- Strategic project planning and development
- Best practice transfer
- Cooperation projects with multiple partners
- Evaluation, impact measurement, and progress monitoring
- Transparency of the impact logic (e.g., for funders/financing)

Group Size

- Ideal: 6 to 12 participants
- Interdisciplinary composition (including stakeholders and target group representatives)

Time Frame

- Short format: ½ day (introduction + rough structure)
- Standard workshop: 1-2 days (incl. visualization & indicators)
- Intensive process: several workshops over the course of the project (iterative)

🛠️ **Method Procedure / Application Steps**

Step	Description	Methods & Tools
1. Analyse initial situation	Clarify context, target groups, problem definition	Context analysis, stakeholder mapping
2. Define impact goals	Define long-term impacts	Goal workshops, moderation cards
3. Determine outcomes	Formulate medium-term changes	Outcome clustering, focus groups
4. Define outputs	Specify direct, measurable results	Logframe approach, checklists
5. Plan activities	Define measures and steps to achieve goals	Action plans, Gantt chart
6. Identify inputs	Document resources, skills, networks	Resource list, budget planning
7. Clarify assumptions & risks	Record success conditions & potential hurdles	SWOT, risk analysis
8. Define indicators	Establish metrics for outputs, outcomes, and impact	Indicator matrix, M&E plan
9. Visualize impact logic	Create diagram or table	ToC-Canvas, Miro, Lucidchart

Result / Output of the Method

- ToC diagram: visual representation of the impact logic
- ToC documentation: written elaboration of all elements including assumptions, risks, indicators
- Evaluation plan: derivation of monitoring and evaluation steps from the impact logic

🧩 **Formats and Variants**

👤 **In-person format**

- ToC workshop with stakeholders (1-2 days)
- Visualization workshop using flipchart/pin board
- Integration into project retreats or strategy days

📚 **Required materials:**

- Facilitation kit (cards, pens, sticky dots, post-its)
- Flipcharts, pin boards, or brown paper
- ToC canvas (printed, large format)

- Projector or visualizer (for input phases)
- Camera or phone for documentation
- Documentation template (analog or digital)

💻 **Online format**

- Virtual ToC workshop via Zoom, MS Teams, etc.
- Collaborative work on a digital whiteboard (e.g., Miro, Mural, Conceptboard)
- Asynchronous commenting on ToC drafts
- Online training series with step-by-step development of the ToC

📚 **Required materials:**

- Video conferencing tool with breakout rooms and screen sharing
- Digital whiteboard with prepared ToC templates
- Document tool with commenting function (e.g., Google Docs, Nextcloud, OnlyOffice)
- Facilitation and schedule template (e.g., PDF or presentation)
- Instructions for participants on using the tools
- Export function for ToC graphics (PDF, PNG)

🔄 **Hybrid Format**

- In-person workshop with online participation of stakeholders
- Asynchronous preparatory work online, concluding workshop in person
- Digital follow-up to a physical workshop
- Blended format with learning and working phases between workshops
-

📚 **Required materials:**

- Everything from in-person and online formats, plus:
  - Camera/microphone equipment for hybrid participation
  - Online access to whiteboard and ToC documentation also for in-person participants
  - Facilitation support for parallel assistance of online participants
  - Feedback tools for synchronous and asynchronous participation (e.g., Padlet, Mentimeter)
  - Clear process and communication plan for all participants

☑️ **Follow-up and Quality Assurance**

- Document results protocol and visualization
- Obtain feedback from stakeholders (e.g., through validation round)
- Iterative review and updating of the ToC when project changes occur
- Ensure linkage with monitoring and evaluation processes
- Integration into ongoing management processes and decision-making frameworks

✅ Success Factors

- Early and broad stakeholder involvement for viable assumptions
- Clearly defined goal hierarchy (Impact > Outcome > Output)
- Realistic resource planning and implementation logic
- Critical reflection on assumptions and risks
- Combination with concrete impact measurement (indicators, data sources)
- Flexibility and iteration: adapt to project dynamics
- Embedding into organizational culture for sustainable impact
- Directly link ToC elements with best practice evaluation criteria

🔗 Collection of Links

- What is Theory of Change? Structural Learning
- Theory-of-Change.pdf
- https://www.theoryofchange.org/what-is-theory-of-change
- Describe the theory of change - Manager's guide to evaluation

World Café

Method Description
The World Café is a dialogue-oriented method for idea development, collective knowledge exchange, and fostering networking. It is particularly suitable for addressing complex issues where the experiential knowledge of many participants is brought together in rotating conversations and a relaxed atmosphere.

Objectives

- Promote open, participatory dialogue
- Develop innovative and practice-oriented solution ideas
- Activate collective intelligence
- Make diversity of perspectives visible
- Strengthen cooperation and networking

Target Group:

- Social entrepreneurs and representatives of SSE organizations
- Municipal and regional administration
- Political decision-makers
- Civil society actors
- Citizens and users

Areas of Application:

- Strategy and vision development
- Knowledge exchange and collective learning
- Citizen participation
- Project planning and evaluation
- Networking and cooperation development

Group Size

- Ideal: 12 to 100+ participants
- Minimum effective size: 12 participants
- For larger groups: parallel cafés possible

Time Frame

- 1.5 to 3 hours
- Structure: 3-4 rounds of 20-30 minutes
- Additional time for welcome, introduction, and conclusion

🛠 Method Procedure

1. Preparation

- Define the guiding question(s)
- Select and brief the table hosts
- Arrange the space (tables, materials, possibly refreshments)
- Invite participants, optionally pre-assign groups
- Technical preparation for online/hybrid formats (breakout rooms, tools)

2. Implementation

- Welcome and introduction (objectives, procedure, and discussion rules)
- Round 1: discussion of the same guiding question in small groups (20–30 minutes)
- Table change after each round – the host remains and summarizes key insights
- Rounds 2 & 3: new discussions building on previous insights
- Visualization of results on tablecloths, posters, or digital whiteboards
- Final plenary round with presentation of results

3. Conclusion

- Collect key insights in plenary
- Visualization (e.g., pin board, digital board)
- Outlook & next steps
- Feedback (analog or digital)
- Short reflection round ("lightning round," "one word," plus-delta)

🧩 Formats and Variants

👤 In-person:

- Tables with paper tablecloths, pens
- Café atmosphere, optionally with snacks, music, drinks

💻 Online:

- Video conference with breakout rooms (e.g., Zoom, MS Teams)
- Digital whiteboards (e.g., Miro, MURAL, Conceptboard)
- Joint documentation in collaborative tools

🔄 Hybrid:

- Combination of in-person and online groups
- Technical preparation and organizational effort required
- Recommendation: dual facilitation (separate online host for online groups)

📚 Materials

For in-person formats:

- Paper tablecloths, pens, cards, flipcharts
- Table signs, facilitation materials
- Timer/bell for time management
- Sufficiently large room, refreshments if necessary

For online formats:

- Video conferencing software with breakout function (MS Teams, Zoom, etc.)
- Digital whiteboard tools (e.g., Miro, MURAL)
- Visualization tools for presenting results (e.g., Canva, PowerPoint, Padlet)

☑️ Follow-up and Quality Assurance

- Documentation of results (photo protocol, Miro board, etc.)
- Derivation of concrete measures (e.g., follow-up workshop)
- Reflection on the process and results with the facilitation team
- Preparation and feedback of results to participants

✅ Success Factors

- Clear guiding questions that invite dialogue
- Heterogeneous groups for diverse perspectives
- Competent hosts at each table
- Visual documentation of discussion results
- Structured process with clear timeframes
- Open and appreciative atmosphere
- Make results visible and communicate them
- Plan follow-up processes for sustainable impact
- Room design in the form of a café atmosphere

🔗 Collection of Links

- How to Run a World Cafe Workshop (5 Steps and 7 Principles)
- The World Cafe | Shaping Our Futures Through Conversations That Matter
- World-Cafe-Method_0.pdf
- https://www.user-participation.eu/planning-the-process/step-5-participatory-methods/planning-the-future-visions-strategies-projects/world-cafe

Template: Evaluation Grid for Best Practice

The evaluation focuses on key criteria for assessing the relevance, impact, degree of innovation, and transferability of the practice.

Criterion	Question	Rating Scale (1 = very low, 5 = very high)	Comments
1. Relevance	Does the practice address a relevant societal problem?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
2. Impact	Are the achieved effects clearly measurable or traceable?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
3. Degree of Innovation	Does the practice contain new, creative, or particularly effective approaches?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
4. Transferability	Can the practice be adapted under suitable conditions?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
5. Participation	To what extent were target groups / stakeholders involved?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
6. Sustainability	Does the practice have a long-term effect or perspective?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
7. Scalability	Is there potential for regional/national expansion?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
8. Documentation & Transfer	Is the practice well documented / openly accessible?	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	

Overall Assessment:

☐ Highly suitable as a Best Practice
☐ Suitable with need for adjustments
☐ Limited transferability
☐ Not suitable

Justification / Notes for further use:

Template: Workshop Evaluation Form (Fishbowl Method)

Titel: „Shaping the future of the social and solidarity economy" (fishbowl method)

Date: ______________________________ **Place:** ______________________________

Did you gain new insights?
☐ Very many ☐ Many ☐ Some ☐ Few ☐ None

Were your expectations met?
☐ Fully ☐ Largely ☐ Partly ☐ Hardly ☐ Not at all

How do you rate the following aspects? (1 = very poor, 6 = very good)

Aspect	1	2	3	4	5	6
Relevance to your work	☐	☐	☐	☐	☐	☐
Timeliness of content	☐	☐	☐	☐	☐	☐
Practical relevance of discussions	☐	☐	☐	☐	☐	☐

How do you rate the method? (1 = very poor, 6 = very good)

Aspect	1	2	3	4	5	6
Clarity of rules	☐	☐	☐	☐	☐	☐
Opportunities for participation	☐	☐	☐	☐	☐	☐
Dynamics & interactivity	☐	☐	☐	☐	☐	☐

How do you rate facilitation and organization? (1 = very poor, 6 = very good)

Facilitation	1	2	3	4	5	6
Professional competence	☐	☐	☐	☐	☐	☐
Time management	☐	☐	☐	☐	☐	☐
Involvement of participants	☐	☐	☐	☐	☐	☐
Structure & clarity	☐	☐	☐	☐	☐	☐

Organization	1	2	3	4	5	6
Invitation & preliminary information	☐	☐	☐	☐	☐	☐
Room & atmosphere	☐	☐	☐	☐	☐	☐
Technology & equipment	☐	☐	☐	☐	☐	☐
Catering	☐	☐	☐	☐	☐	☐
Time structure (duration approx. 4h)	☐	☐	☐	☐	☐	☐

Discussion atmosphere
☐ Very open ☐ Open ☐ Neutral ☐ Somewhat tense ☐ Unproductive

Practical applicability of insights in your work
☐ Very good ☐ Partly ☐ Rather difficult ☐ Not at all

Did concrete projects/partnerships emerge?
☐ Yes, several ☐ Yes, one ☐ Initial ideas ☐ No

Did you establish new contacts?
☐ Yes, many ☐ Yes, some ☐ Few ☐ None

Interest in follow-up formats:
☐ Another workshop ☐ Online platform ☐ Networking meeting ☐ No interest

What did you particularly like?

____

____

What should be improved?

____

____

Topics you would like for future workshops:

____

____

Suggestions for other methods or formats:

____

____

Overall assessment of the workshop
☐ Excellent (6) ☐ Very good (5) ☐ Good (4) ☐ Satisfactory (3) ☐ Sufficient (2) ☐ Poor (1)

Would you recommend the workshop?
☐ Yes, definitely ☐ Rather yes ☐ Rather no ☐ No

Template: Best Practice Profile

Title of the Measure / Project:
(Concise title, with subtitle if applicable)

Short Description:
(2-3 sentences about the measure, idea, or project – What was implemented? What is the goal?)

Objectives & Target Groups:

- Objective(s): (What is to be achieved?)
- Target groups: (Who benefits? Who is involved?)

Main Measures / Activities:
(Bullet-point or tabular listing of the key steps, services, modules, etc.)

Involved Actors / Partnerships:
(Which organizations, sectors, or networks are collaborating?)
– e.g., SSE actors, municipalities, companies, civil society

Location / Region / Context:
(Where was the measure implemented? Which regional characteristics are relevant?)

Timeframe:
(Project duration or implementation period)

Innovative Character / Special Features:
(What makes this measure special? Which new approaches or methods were used?)

Impact / Results:
(Which changes or effects were achieved? – qualitative & possibly quantitative)
– e.g., new jobs, social innovations, community strengthening

Transferability / Success Factors:
(What are the “lessons learned”? Which conditions foster success? Can the measure be scaled or transferred?)

Materials / Links / Further Information:
(Website, handbook, toolkit, articles, videos, etc.)

Image / Visualization (optional):
(Photo, diagram, or screenshot for illustration)

Categories (for classification):
(e.g., thematic area, SDGs, types of actors, sector, format – depending on database or documentation system)

Template: Interview Documentation (Best Practice)

📋 Framework Data

Field	Content
Date of the interview:	
Time:	
Duration:	
Location / Platform	
Interviewer:	
Interviewer:	
Position:	
Organization:	
Recording:	☐ Yes ☐ No
Consent for publication:	☐ Yes ☐ No

📋 Summary (max. 5-7 sentences)
Brief description of the initiative, its purpose, its target group, and its key features.

📋 Details of the Best Practice

1. Context of Origin

- Original problem / need
- Sources of inspiration / initial ideas
- Actors involved in the initial phase

2. Implementation

- Measures & key activities
- Timeframe / milestones
- Resources used (staff, budget, infrastructure)
- Involved stakeholders & roles
- Handling of challenges

3. Results & Impact

- Achieved goals / measurable successes
- Indicators / KPIs used
- Sustainability of the results
- Unexpected effects / lessons learned

4. Transferability & Scaling

- Transferable elements
- Necessary adaptations
- Existing transfer activities
- Plans for scaling / institutionalization

5. Knowledge Transfer & Documentation

- Exchange with other organizations
- Documentation / published materials
- Support for imitators (e.g., mentoring, toolkits)

6. Future Perspectives

- Need for further development
- Planned innovations
- Relevant trends and challenges