**DISCOVERY WORKSHOP REPORTING TEMPLATE**

**What does it feel like?**

Report the exact words people used to describe their engagement experience (indicate how many times the same word was used)

|  |  |
| --- | --- |
| Words /phrases | Translation |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Extend the tables to fit your data

**Factors and Conditions**

Report the factors and conditions the teams considered important for engagement, as they described them in the session (English translation). For each factor and condition include any related themes and comments that you noted during the discussion

|  |  |
| --- | --- |
| Factors and Conditions | Related comments/themes |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Extend the tables to fit your data

**What matters**

Write the factors and conditions in order of priority as voted by participants (English translation). Add any comments they made regarding the reasons that make a particular factor important.

|  |  |  |
| --- | --- | --- |
| Prioritised Factors and Conditions | Votes | Reasons for voting |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Extend the tables to fit your data

Although you do not need to report the rest of the data to us in this format, we would be interested in discussing your impresssions of the workshop, any reflections on what happened as well as the rest of the workshop findings and how you are planning to use them inside the organisation, in a debrief session after the workshop.