

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 impressions 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.