OPERA

For developing thoughts and suggestions in a collaborative way

WHEN TO USE IT?

* Brainstorming
* Meetings

WHAT IS NEEDED?

Time: 1–1.5 hours (depending on the group size)

Participants: 5–50 people + 1–2 facilitator(s)

Material: An OPERA-workboard (*see overleaf*) + A5 sheets

> Identify the lead question in advance – the issue or challenge to which the group seeks the solution.

> Plan a script for the meeting by using the OPERA structure.

Example: OPERA workboard

OPERA is a co-creation method that can highly improve the efficiency of even the simplest meetings. It combines systematic thinking with a creative process for problem solving, thus it is enabling the most efficient use of the participants' knowledge and experiences.

It is a tool developed to generate creativity, ideas, energy and commitment, all based on the deep belief that participation liberates the innovative forces in any group.

WHAT FOR?

> To have a productive and well-structured meeting

It focuses the group's energy on the problem or issue at hand, collects, filters and synthesises the proposals in a structured way.

> To give a possibility for everyone to participate

It involves every participant in the process, mobilises their thoughts and proposals, without letting more extrovert people dominate the discussion.

> To have a mobile and dynamic meeting setting

To find a jointly created, consensus-based set of suggestions that can be used as input for further processes.

HOW TO USE IT?

Own thoughts
The participants spend 3-5 minutes alone pondering the lead question, writing down individually their thoughts or proposals piece of paper (no discussion is allowed at this stage).

Pair suggestions
The participants form pairs and discuss their written thoughts. Following the discussion, the pairs will come up with their (consensus-based) joint proposals, which they record on paper, each on a different piece (A5). These papers are then posted to the workboard for everyone to see.

Explanation
Each pair briefly (1-2 min) explains to the rest of the audience the proposals they have attached to the workboard. No one is allowed to comment on the suggestions of others at this stage.

Ranking
Each pair ranks the suggestions by selecting the most important ones, using agreed selection criteria. They mark their choices on the workboard.

Alignment/Arranging
The facilitator arranges the suggestions on the workboard linking and merging similar proposals. This is done together with the participants, following their instructions. Following "orders" from the participants, proposals are arranged under the relevant subtopics; the ones with higher rankings on the top, the ones with lower further down.

OPERA BOARD

A	B	C	D	E	F