

1) DESCRIPTION OF THE TOOL

The purpose of METAPLAN method is to look at the problem from many points of view and focus primarily on the search for a common solution. It encourages reflexivity and increase the ability to analyse and evaluate facts.

(Reference Hosting Transformation www.hostingtransformation.eu)

2) OBJECTIVES OF THE TOOL

The main objectives are

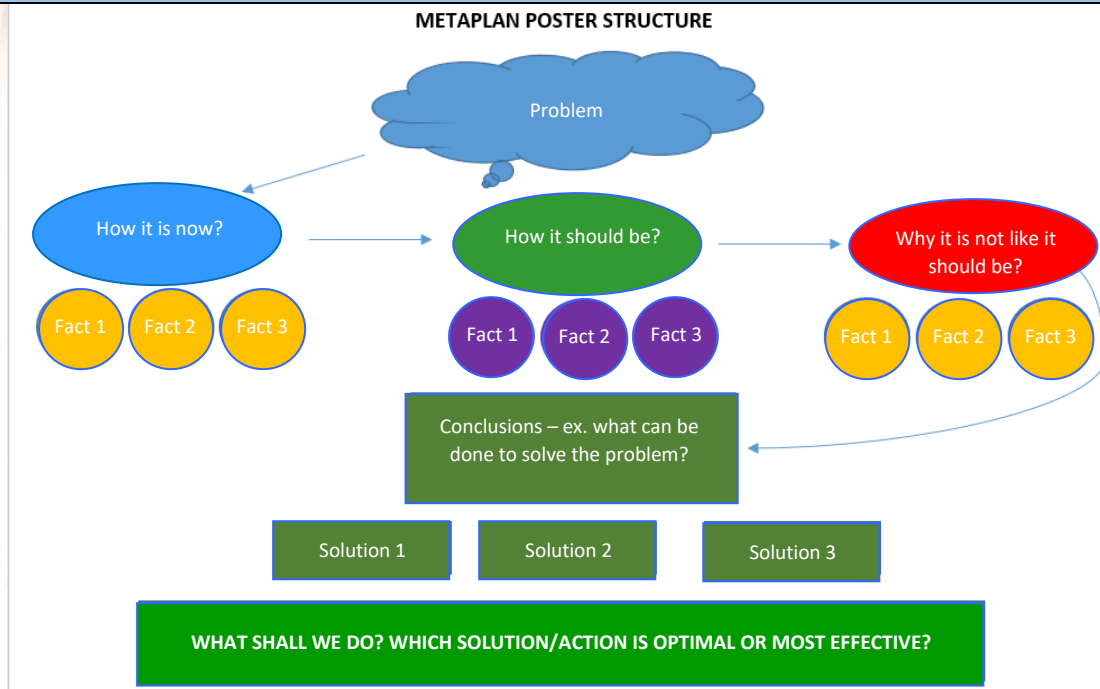
- Find a team solution to a problem
- How to see a problem from many different angles
- A systematic method to planning

3) CONNECTION OF THE TOOL WITH THE SKILL

During a METAPLAN discussion the problem can be seen from different angles, which finally leads them to find an optimal solution.

It allows for complex problems to be looked from many different angles.

4) RESOURCE MATERIALS



METAPLAN - a method of discussion during which the participants together create a graphic interpretation of this discussion. The METAPLAN discussion can be carried out in a large group or in small teams.

Tools needed to create graphical image of problem

Resources needed to conduct the METAPLAN discussion:

- rectangular board to which a sheet of paper can be pinned using pins
- cards in three bright colours with shapes:

A range of different shapes are going to be used, these shapes represent certain stages of the discussion and how the problem can be presented in a graphical way

The problem needs to be split into 3 areas and the shapes will be grouped into these 3 areas

- *How it is now?*
- *How we want it to be?*
- *Why it is not how we want it?*

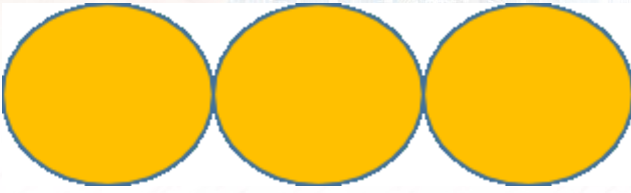
The group will use these shapes and discuss a problem

SHAPES

OVAL - ideas, problems & questions grouped into



CIRCLE - Facts, describe the 3 areas



RECTANGLE - conclusions and final tasks are written on it



CLOUD - the subject of the discussion is written on it



5) HOW TO APPLY THE SKILL

How you do the exercise

Stage 1

At the top, the topic of the debate is written in big letters on the cloud. It should be formulated in a clear way, as a questioning phrase - as a problem to be solved.

Stage 2

Participants take either an OVAL (Idea, Problem, question) or CIRCLE (fact) shape and write down their thoughts in a short form and pin pages to the sheet in each of the 3 areas

- *How it is now?*
- *How we want it to be?*
- *Why it is not how we want it?*

After the discussion, all the cards are stuck to the paper, this will create a graphic presentation of problem and what needs to be discussed. It is important that the comments are clear and legible for everyone. To do this, use thick writing markers, and reduce the number of words to a minimum, giving only the merits of the case.

Stage 3

Participants take RECTANGLES (conclusion) shape and will write down their thoughts on a conclusion in a short form and pin pages to the sheet in each of the 3 areas

- *How it is now?*
- *How we want it to be?*
- *Why it is not how we want it?*

Stage 4

The group talked through the information provided and try to come up with a common conclusion and solution to the problem

Rules for creating the graphic:

The problem must be divided into areas:

- How it is? - a description of the current state is placed on the sheets in the shape of a circle;
- How it should be? - information about the ideal condition is placed in the rectangle;
- Why it is not how we want it? - information on the causes of differences between the current state and the ideal is placed on the oval-shaped sheets;
- Conclusions - placed on cards in the shape of a rectangle of thoughts, which should serve as a stimulus for further action.

6) WHAT TO LEARN

The method has many advantages of its use:

- gives a broad view of the problem
- teaches cooperation
- gives the opportunity for all to speak
- prepares for research work
- arouses interest and commitment of each group member
- teaches inference and precise expression of thoughts
- teaches the ability to analyse and organise information
- teaches accuracy and diligence
- teaches planning
- systematises knowledge
- gives the opportunity to compare views of group members
- it complements the participants' knowledge on a given topic
- increases work efficiency.