

Course of a Metaplan Session

The process or the "dramaturgy" is basically based on the different phases of a problem-solving process. A possible process could look like this:

	Phase	Technology
1	Welcome Warming up, getting to know each other	Welcome by moderator, target poster Introduction Round Group Mirror ("Who are we?") Flashlight (short contribution of each participant in turn to his current feelings / moods) One-point question ("How much am I interested?", "What do I expect? ")
2	Problem / topic orientation Introduction to the topic	One-point question ("How important is...?" "How satisfied am I with ...?") Develop agenda, acclamation question ("What do we want to talk about today?") Note card Query Topic Storage
3	Topic / Problem Solving	Small Group Work Small Group Scenario Note card Query
4	Result orientation	Catalogue of activities ("What is to be done by whom by when?")
5	Graduation	One-or-two-point question ("How satisfied am I with results / cooperation?") Feedback Round
6	Protocol	Photo protocol, transcript / signature, explanation if necessary

An important part of this outlined process is the map query. This can be done with the help of the Metaplan method as follows:

1	Ask a question	Write down on wrapping paper (or insert prepared board)
2	Note card query	Write on cards (writing rules, see figure below!)
3	If necessary, selection and sorting by importance	If there are too many cards
4	Collect and hang up	Hang up unsorted, reading the map content aloud
5	Clusters	Grouping of the maps, interaction of all participants, finding headings to the clusters, hanging multiple answers on top of each other, hanging open non-clusterable points separately
6	Supplementation and criticism	What's missing?" Reading aloud by group and possibly concretization of Note card contents, additions, unimportant if necessary, hanging away
7	Evaluation, if applicable	Sticking points

Writing rules and forms of presentation

For all participants to be able to read everything on the photo protocol during the session, it is recommended to follow some writing rules.

In the case of the forms of representation, the imagination is basically only set the limit of legibility.