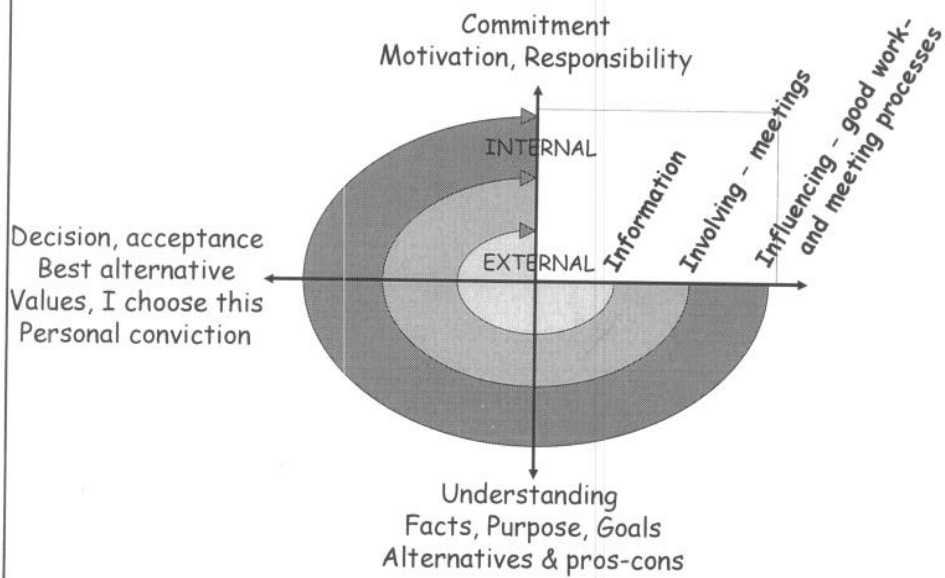


OPERA

Background and Guidelines

0

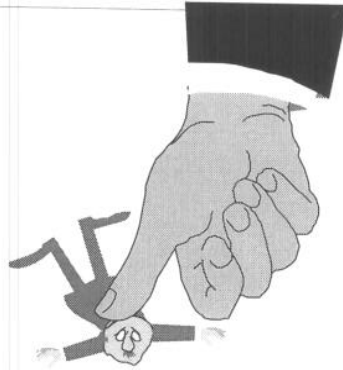
Commitment



1

Traditional meetings

- Some speak, some are quiet
- Poor time management
- Non-related discussion
- Little commitment
- Politics and confrontation
- Non-participative
- Negativity

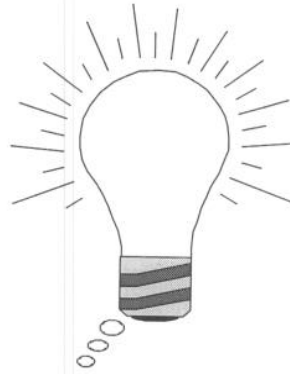


Benefits of OPERA

- Combines the best sides on individual, pair and group work
- Allows for quiet work alone and very active communication with attentive listeners
- Systematic creativity, easy to keep rhythm
- Efficient and effective
- Participative, Engaging → Commitment
- Group memory - constant visual record

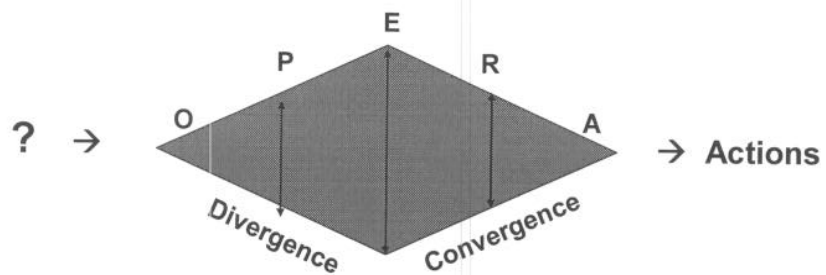
Overview of OPERA

- O wn thoughts
- P air suggestions
- E xplanation
- R anking
- A rranging, alignment



4

Combining Divergence and Convergence



5

Applications

- Problem solving
- Developing processes
- Analysing problems
- Developing solutions
- Prioritising
- Planning
- Meetings



6

Inner and Outer Circle

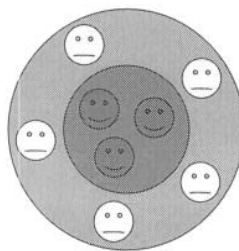
In most meetings an inner circle will dominate most of the free discussion.

In the centre:

Boss, expert, extravert, people who think by talking and like to talk

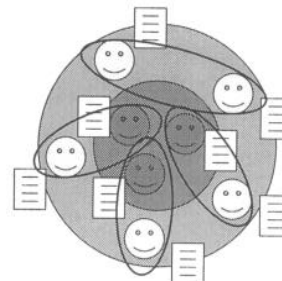
Outside:

Junior, introvert (do their best thinking in inner world, in quiet), people (who feel they are) in wrong meeting



The easiest way to break this structure is to use the first steps in the OPERA-process:

O wn thinking - list
P air's thoughts
E xplaining



7

STEP 1

Use an open question that everyone can work on



5 minutes

Own Thoughts

8

STEP 2

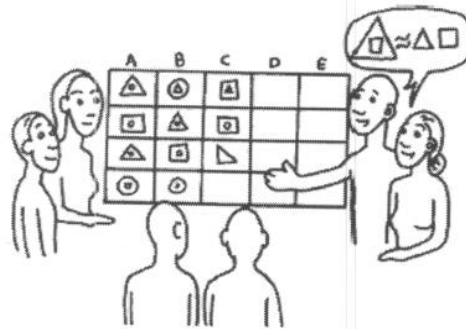


10 minutes

Pair Suggestions

9

STEP 3

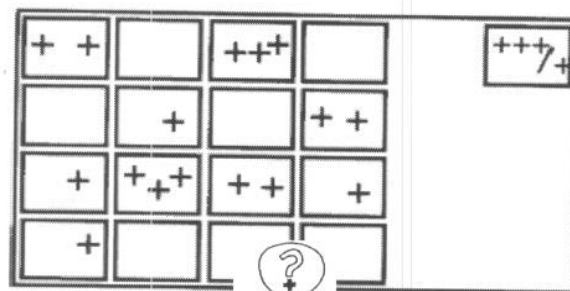


10 minutes

Explanations to the group

10

STEP 4



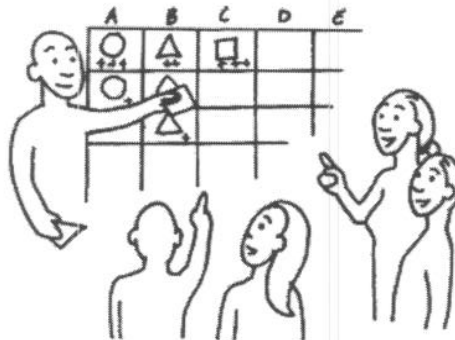
15 minutes

Ranking of ideas

11

STEP 5

Facilitator may have to Stop discussion not beneficial to the group



15 minutes

Arranging by theme

12

OPERA

- | | | |
|----------|------------------------|---|
| O | Own thoughts | All write a list of their own thoughts |
| P | Pair's thoughts | The pairs choose their most important thoughts, written on paper |
| E | Explaining | Every pair presents their thoughts, no comments from others |
| R | Ranking | Every pair chooses the most important ones of the other's thoughts |
| A | Arranging | The facilitator arranges the chosen thoughts with the guidance of the group |

13

OPERA – benefits of the phases

O **Own thoughts:** Everyone starts writing, thinking, focusing, brainstorming, finding their own original views and alternatives. All are involved without disturbance from others.

P **Pair's thoughts:** Maximum communication, half are talking half listening. Harmony is found in pairs. Ideas combine to new ideas. Support & positive feedback.

E **Explaining:** Everyone gets to explain their best combined ideas. No negative comments. All listen because they need to understand for choosing the best.

R **Ranking:** Changing your own ideas for the best, supporting the winning ideas. Seeing connections. Public positive feedback. Less important ideas get no energy.

A **Arranging:** Getting a result, clarity. focus. Building a stable base for the next stage in the process. Everyone chose the result, there is commitment.

14

Flipchart OPERA

- Use flipchart
- Get people to think on their own
- Ask pairs to discuss
- Make round robin of pairs' ideas:
 - Write down the suggestions
 - Each pair gives only one suggestion on the first round, as many rounds as needed
- Ask the group to prioritise
 - Discussion in groups
 - Priorities marked with red plusses
- Identify the most prioritised suggestions

Question	
xx
x
xxxx
x
x
xxx

15