

QUICK GUIDE

The purpose of this template is to explore the shared interest between the association and the local destination and identify an issue and/ opportunity that will serve as a focus for the legacy efforts. You will use the tree metaphor for exploring the problem in the local context. The aim is to identify a specific local problem and/ opportunity that you want to solve?

1. Begin by identifying the issue you want to address in your legacy efforts. This is usually an issue related to the association's vision and mission. Write it on a post-it note and stick it on the trunk of the tree.
2. Explore the root causes by brainstorming and mapping any causes and sub-problems contributing to the main problem in the local context. Write each root cause on a post-it note and stick it on the roots of the tree.
3. Explore the consequences by brainstorming and mapping all the consequences and sub-problems that derive from the main issue. Write each consequence on a post-it note and stick it on the branches and leaves of the tree.
4. Now it's time to narrow down and select a specific problem in the local context, that you want to contribute to solving through your legacy efforts (see criteria on the poster under 'Narrowing Our Scope').
5. Continue and use the template "Framing Our Legacy Challenge & Impact" to describe the selected problem in detail.



IDENTIFYING OUR LEGACY POTENTIAL

LEGACY LAB TOOLKIT



IDENTIFYING OUR LEGACY POTENTIAL

What problem could serve as an opportunity for the event to have a lasting effect on the local destination and global society at large?

3. BRANCHES AND LEAVES - CONSEQUENCES

What are the consequences and problems that derive from the main problem in the local context.

EXAMPLE:

Decline in school performance.
Signs of depression.
Higher chance of unemployment.

1. TRUNK OF THE TREE - MAIN PROBLEM

What is the main problem you want to focus on in your legacy efforts?

EXAMPLE:

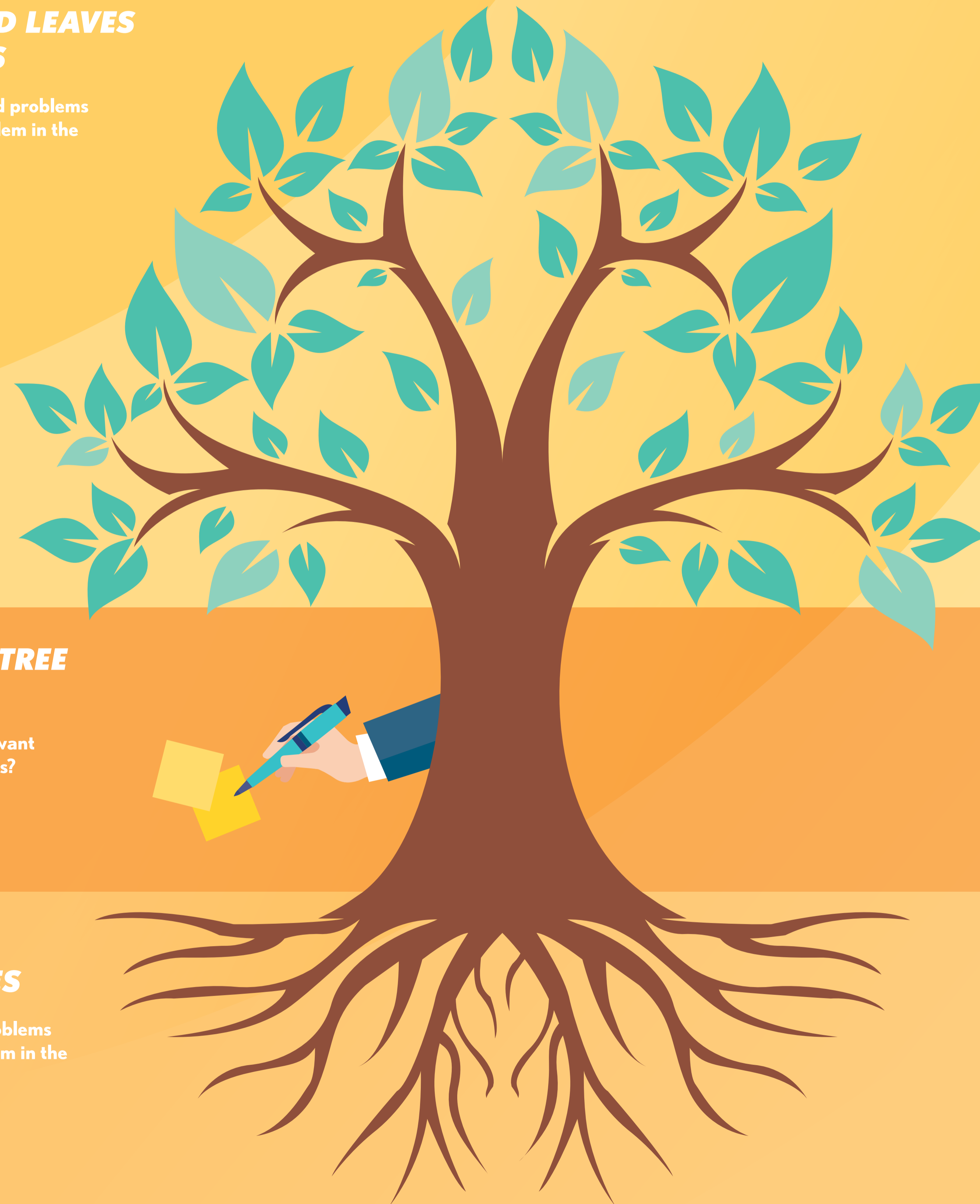
Child Bullying.

2. THE ROOTS OF THE TREE - CAUSES

What are the causes or sub-problems contributing to the main problem in the local context?

EXAMPLE:

Outdated school policies.
Lack of collaboration between school and parents.



NARROWING OUR SCOPE

What concrete problem will be the focus of your legacy efforts?

4. SELECTING THE FOCUS OF YOUR LEGACY PROJECT

Pick a concrete problem from the roots of the tree. Identify the problem with the most likelihood of solving the most important problem or sub-problem.



EXAMPLE:

Impact: Which focus will have the greatest impact on the issue?

(e.g., can this focus help prevent bullying from occurring in primary school in the first place? Can our focus on school policies help to reduce the extent of bullying (minimize negative consequences) and, at the same time, help to improve the students' school attendance (maximize positive consequences?)

Change: Which focus has the potential to get critical actors to do something different?

(e.g., primary school teachers, school leaders, children, or parents?)

Relevance: Which focus is more suitable for our event and allows us to target a specific group of people?

(e.g., politicians with a focus on school policy?)

Novelty: Within which focus do we have new knowledge allowing us to test new approaches?

(e.g., do we bring a new perspective to the chosen focus, e.g., focus on digital school policies? Do we have the opportunity to use new methods or optimize existing ones, e.g., AULA collaborates with Redbarnet?)

Measurability: Which focus area can we measure?

(e.g., how many parents have been trained in relation to child bullying?)





QUICK GUIDE

The purpose of this template is to describe your legacy challenge and desired impact as specific and concrete as possible with the problem owner in focus, while still keeping the focus open so you can invite people to come up with many different possible solutions. You will use the boxes to map important insights and knowledge you have around the challenge, and step by step become more clear and specific around the challenge and the desired impact. By the end, you should have the backbone for writing a legacy challenge brief document, that you can later use when coming up with ideas for possible solutions.

1. Work through the boxes from 1-9 and use the guiding questions to map the knowledge and insights you each have.
2. When you get to box 9 you will come up with an open-ended question that sums up the challenge you are trying to solve. Here are a few tips for coming up with the question:

Use the following formula to formulate your question:

How might we (intended action) _____
For (Problem owner) _____
So that (Desired impact) _____

For example: How might we increase awareness around bullying as a group phenomenon for parents, so they can help build non-bullying groups and communities?"

Make sure it isn't too broad (e.g., "how might we eradicate bullying?"). We want a question that helps people come up with focused solutions.

Make sure it isn't too narrow either (e.g., "how might we build the perfect information campaign using the most popular local celebrities as ambassadors?"). We want people to come up with various solutions.

Come up with multiple versions of your question before you decide. Pick the one that seems most relevant and most inspiring.

3. After completing this session continue with the word template "Writing Your Legacy Challenge Brief" and write the full brief text that you will use to invite stakeholders to brainstorm with you.



FRAMING OUR LEGACY CHALLENGE AND DESIRED IMPACT

LEGACY LAB TOOLKIT



FRAMING OUR LEGACY CHALLENGE AND DESIRED IMPACT

Describing the problem we want to contribute solving through our legacy challenge, and the impact we are hoping our solution will have if we are successful.

1. THE FOCUS PROBLEM

Describe the problem and/ opportunity you want to solve or push through your legacy challenge.

EXAMPLE:

Improve school policies to prevent and overcome child bullying.

2. PROBLEM OWNER

Who is this a problem for? And who are we trying to create value for in the end?

EXAMPLE:

Children who experience bullying.

3. ACTANTS

Who should be included in the legacy challenge? These might be key players in the local community surrounding the problem owner.

EXAMPLE:

Teachers, parents, and families, etc. It might also be local authorities or local associations working in the field.

4. CONTEXT

Describe the constraints surrounding the problem. Which specific barriers do we need to consider?

EXAMPLE:

It might be worth knowing that a lot of bullying happens on social media and is invisible to teachers and parents.

5. POSSIBLE DIRECTIONS

What are some possible directions to guide the problem and/ solution towards? We are not trying to design activities here to support the problem and solution, but rather discuss directions that have already been considered or even tried before.

EXAMPLE:

We know that training around building non-bullying groups has been requested by teachers for some time.

9. THE CHALLENGE AS A QUESTION

Consider everything you mapped out in the previous boxes and see if you can capture your challenge in a single, open-ended question.

EXAMPLE:

How might we increase awareness around bullying as a group phenomenon for parents, so they can help build non-bullying groups and communities.

6. LONG-TERM IMPACT AND LEGACY

What are the long-term changes we are hoping to create if we are successful for both our destination and global society at large?

EXAMPLE:

Fewer children experiencing bullying from their peers.

7. SHORT-TERM AND MID-TERM

What is the short-term outputs and mid-term outcomes we are hoping to create - these would be indicators telling us if our solution is having a result shortly upon end congress.

EXAMPLE:

Parents and teachers embracing new findings from research around bullying and applying it in their everyday life.

8. CONCRETE CHANGES

What are the concrete changes we want to see and from whom - these might be shifts in attitude, behavior, and habits in a specific group of people.

EXAMPLE:

*FROM: "Parents believing individual children are bullies."
TO: "Parents understand bullying as a group phenomenon."*

*FROM: "Parents dealing with bullying kids in isolation."
TO: "Parents collaborating with other parents and teachers around building non-bullying groups."*



QUICK GUIDE

The purpose of this template is to explore concrete and novel solutions to your legacy challenge. You will use the legacy challenge question as a springboard for exploring a variety of possible solutions. In the end, you will decide which solution(s) is worth developing further and investing in.

1. Come up with as many concrete ideas as possible (e.g. Let's use the host of the most famous car TV show in Denmark and build a social media campaign).
2. Explore and get inspired by possible direction(s) and/or the concrete change(s) we want to see.
3. When you have a number of ideas it's time to select the ideas you think are worth pursuing going forward.

You can use 'dot-voting' as a way for the group to identify the best ideas: Each group member gets three votes. Without talking to each other each group member indicates three different favorite ideas, with the dot of a marker. The idea with the most dots is selected to be investigated further. If you arrive at a draw you can do a second vote between the winning ideas.



BUILDING OUR LEGACY SOLUTIONS

LEGACY LAB TOOLKIT



BUILDING OUR LEGACY SOLUTIONS

Explore as many alternative solutions to your legacy challenge as possible before you decide which one to develop further

YOUR LEGACY CHALLENGE AS A QUESTION

EXAMPLE:

How might we increase awareness around bullying as a group phenomenon for parents, so they can help build non-bullying groups and communities.

IDEAS

Come up with as many concrete ideas as possible.

DURING THE EVENT

BEFORE THE EVENT

AFTER THE EVENT

POSSIBLE DIRECTION

EXAMPLE:

An educational offering targeting teachers.

THE CONCRETE CHANGES WE WANT TO SEE

EXAMPLE:

*FROM: "Parents believing individual children are bullies."
TO: "Parents understand bullying as a group phenomenon."*

SELECT THE BEST IDEA(S)

QUICK GUIDE

The purpose of this template is to draft an evaluation study for evaluating the impact of your legacy efforts. You will discuss what data to collect and how to do it. The aim is to have a thorough idea of how you can measure the impact you are hoping to create.

Make sure you are focusing on one activity at a time; if you have more activities, complete a poster for each activity.

STEP 1

In the first four boxes, you are focusing on **WHAT** you want to measure, **WHAT** questions you want to ask, and **WHAT** method would be most effective. We want you to consider the following two approaches:

1. CAPI - COMPUTER-ASSISTED PERSONAL INTERVIEWING

Computer-assisted personal interviewing is interviews conducted via an interviewer - a person who physically recruits interviewees at a location and motivates people to answer a questionnaire on the spot. The questionnaire is usually set up in a survey system previously, so it can be completed on a tablet or similar, where answers can be entered and registered immediately.

2. CAWI - COMPUTER-AIDED WEB INTERVIEWING

The CAWI questionnaire appears in the browser as a web page (or an app) that respondents can reach in different ways depending on the sample design. The participants will often receive the survey via a link in an email, but the link to such a survey can also be posted on home pages, social media etc., where people can freely access it.

STEP 2

In the last three boxes, you focus on **HOW** you will implement the study and evaluate your analysis and reporting. Try to be as detailed as possible and assign clear roles and responsibilities for all aspects of the plan.

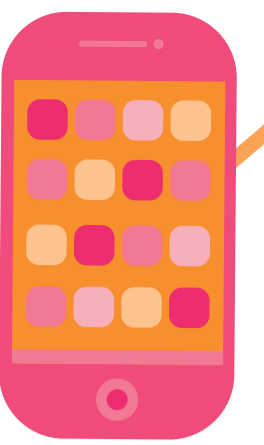
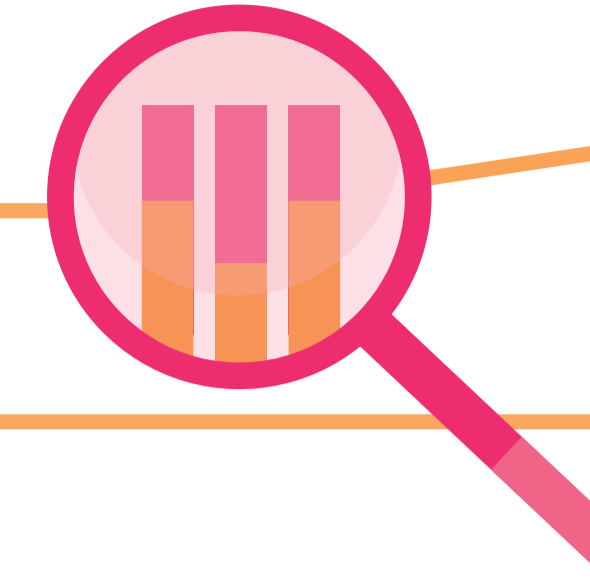
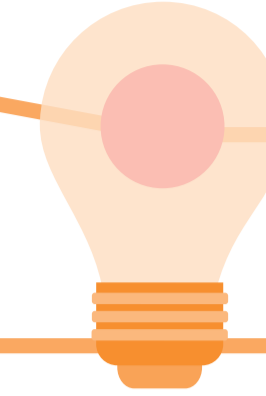
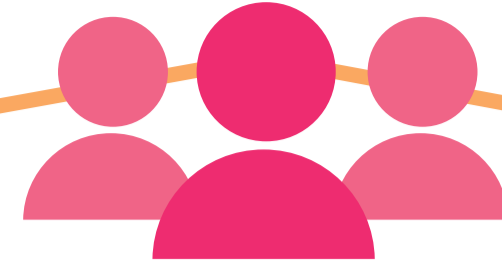


MEASURING OUR LEGACY IMPACT

LEGACY LAB TOOLKIT



MEASURING OUR LEGACY IMPACT



WHAT

FOR ACTIVITY

, WHAT IS OUR...

1. AMBITION AND STRATEGIC GOALS

Which drivers of economic growth and societal transformation do we want to address with the congress activity? Which target groups should we focus on?

2. KPIS / INDICATORS

What data do we want to collect to measure outputs and outcomes? When should we expect outputs and outcomes to materialise? What background variables do we want to collect? Need for a baseline?

3. METHOD (CAPI OR CAWI)

Which method is best suited to collect the data?

4. MEASUREMENT / QUESTIONS

How do we set up the measurement in the best possible way? What questions and answer options should we include?

HOW

5. HOW DO WE DO IT?

How will we practically carry out our evaluation study?

6. WHEN WILL WE DO IT?

What is the timeline for our study preparation, implementation, analysis, and reporting?

7. WHO IS RESPONSIBLE?

Who is responsible for the different parts of the study preparation, implementation, analysis, and reporting?