**Chaordic stepping stones (DNA) of the Art of Harvesting**

**PURPOSE:**

* ***To support individual and collective meaning or sense making***
* ***To make collective knowledge visible and accessible***
* ***To capture and illuminate collective achievements and results***
* ***To give back energy to the group to continue working and to support keeping people together and resourceful in the face/space of complexity for the life of the project***

**PRINCIPLES:**

1. ***Harvesting should serve the collective wisdom, intelligence and/or clarity*** *of the organisation, group etc.*
2. ***Let harvesting be part of your thinking and process from the very beginning***
3. ***Host the harvest*** *i.e. as much as possible, make it participatory, build it into the design, let the stakeholders themselves make sense and meaning of what is emerging*
4. *What and how to harvest is a* ***strategic act***
5. ***Clarify the nature of the project****, what is the output or outcome needed (is it research data and facts or narrative etc.)*
6. ***Good harvest captures both the content and “spirit”*** *(the heart and soul of the topic) and finds a good balance between the two or discerns what is needed when*
7. ***Don´t leave “loose ends”- make necessary feed-back loops*** *i.e. if you ask people to harvest something, think of how that harvest will be used, where it should go so it is useful and has leverage, do not just harvested for the sake of harvesting.*
8. *Harvest can be both* ***intentional*** *(looking for something specific)* ***and emergent****, pay attention to both.*
9. ***Find the right level and amount of harvest****. Less can sometimes be more (avoid harvest overflow& redundancy)*
10. *If possible, make the Harvest* ***both consumable and generative*** *(invite creativity and co-creation)*

**PRACTICES:**

* ***Clarify the intentional harvest****, 1) the purpose and 2) the deliverables; (what is the needed output and outcome, what is it going to be used for, by whom, when etc.)*
* ***Make a harvest plan*** *(build an intention from the beginning) as a prerequisite for the work (including a Follow up meeting where the key stakeholders will make sense and meaning of what emerged)*
* ***Elicit diversity*** *(diverse views etc.) to get a full picture*
* ***When possible, include participants*** *in the meaning/sense making*
* ***Sense patterns***
* ***Make higher (order) meaning*** *(cluster, synthesize, prioritise- go from data to information to knowledge)*
* *Hold space for and witness the* ***emergent harvest***
* ***Capture*** *both the* ***tangible and intangible*** *and reiterate learning into the system*

**TOOLS:**

**Overview of Harvesting Tools**

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| --- | --- | --- |
| *When?* | *What?* | *How?* |
| **PRE-EVENT – Preparing the ground, team, process and harvest** | **Context****Needs****Long-term purpose****Short-term purpose of the process and purpose of the harvest****Logistics** | Team meetings (min. 3 x 1,5 h for a 1 day process): make sure all key players are there, especially the decision-makersMeeting reports |
| Overview document that can become the process script and harvest plan later on |
| Invitations to participants:- Save-the-date- Formal invitation- Welcome Letter (make it look special) |
| Background document to be sent in advance to participants |
| **Stakeholders' perspectives** | Pre-questions sent by participants or results of focus groups or individual interviews that can synthesised (into a mind map for example) and shared with all beforehandBeware: do no task for people's contributions if you are not going to use them! |
| **Conversation process and programme: red thread, key questions and steps** | Process Script: background on context, needs, purposePublic Programme / AgendaLandscapeSlide-show to guide the process throughout |
| **Harvesting process** | Set up a diverse harvesting team to prepare and process the harvestHarvest planPrepare your 'harvest basket' (harvest sheets, mind map, Landscape can also be used to harvest throughout the event, graphic record…) |
| **DURING THE EVENT - Host and Harvest as much as possible in real time** | **Key inputs and perspectives** | Key points of speakers / information and perspective givers / framers |
| **Outcomes of conversations** | Who is in the room and why people are showing upClustering of cards (on board, floor, bingo…)Harvesting templates, electronic or to be filled up by hand (sheets with guiding questions e.g. in World Café, Open Space session, Pro Action Café…) |
| **Big picture – Meta-harvest and key patterns** | Collective mind map (electronic or handmade)Graphic RecordingLandscapeDiagramsDistillationsFeed forwardRapporteurs and witnesses |
| **Prioritised leverage points** | Voting with sticky dots on collective mind map or clustered cardsElectronic deviceDecisions council (thumps up, sideways, down) |
| **Memory of the event: people, relationships, inspirations…** | PhotographyVideoMusicPoetryTheatre |
| **AFTER THE EVENT****Digesting and synthesising towards follow-up** | **Key messages** | Executive summary for busy readers (1-2 pages)Newsletter: short with key messages from the whole process |
| **Full outcomes of the process** | Full record with all details of the material harvested throughout the process |
| **New knowledge****Next actions** | Follow-up meeting with the whole team and the decision-makers |
| **Actual next steps** | Implementing actionsEmbedding follow-up in daily activitiesResearching more – next level of inquiryTracking developments with stakeholders |
| **Continuing the conversation and engagement with stakeholders afterwards** | On-line follow-up conversations: Ning, Linked in, Facebook…Planning the next process with stakeholders if any |
| **Story and impact of the process** | Organise a story-telling session with some distance from the process to further learn from it |

**WEB BASED TOOLS:**

**Source: “ The Inspired Class-room”** http://theinspiredclassroom.com/2010/11/34-free-productivity-tools-that-will-help-you-eliminate-expensive-software/

**General Productivity Tools:**

1. Dropbox- [http://dropbox.com](http://dropbox.com/) Dropbox is a special folder that syncs across multiple computers and mobile devices.  Dropbox lets you instantly share files between computers and offers storage that students can access from school or home.

2. Evernote- [http://evernote.com](http://evernote.com/) Evernote captures notes and ideas and makes the available over multiple platforms including any computer and nearly every mobile device.  Searching ideas and notes is easy, students can search by title, tag, or hand written text.

3. KeepVid- [http://keepvid.com](http://keepvid.com/) KeepVid lets you download videos directly from YouTube, Google, Metacafe, Putfile and more.  It is as simple as copy and paste.  Download educational videos for your students to watch offline.

4. TubeChop-  [http://tubechop.com](http://tubechop.com/) TubeChop lets you select a portion from a YouTube video to share.

5. Crocodoc- [http://crocodoc.com](http://crocodoc.com/) Crocodoc lets you upload PDFs, Word documents, and PowerPoint presentations and lets you view and mark them up online.  Documents can be shared with others who can highlight and add notes collaboratively.

**PowerPoint Alternatives:**

6. Prezi- [http://prezi.com](http://prezi.com/) create beautiful non-linear presentations with relations, detail zoom, and time adjustment.  This is a striking alternative to PowerPoint.

7. Google Docs- [http://docs.google.com](http://docs.google.com/) Presentations  an online presentation tool.

8. 280 Slides-http://280slides.com an online creative presentation tool that can be shared easily online.

9. Zoho Show- [http://show.zoho.com](http://show.zoho.com/) Comprehensive presentation creation online.

10. Ahead- [http://ahead.com](http://ahead.com/) a web application that lets you layout, share, and present rich media content.

11. Slide Rocket- [http://sliderocket.com](http://sliderocket.com/) a web based presentation tool that can be integrated with Google Apps.

12. PreZentit- [http://prezentit.com](http://prezentit.com/) a linear presentation program where you can create and share presentations.

13. Slideshare- [http://slideshare.net](http://slideshare.net/) an online tool that lets you share slides created offline.

14. Animoto- [http://animoto.com](http://animoto.com/) create online presentations with images, video clips, music, and text.

15. VoiceThread- [http://voicethread.com](http://voicethread.com/) create online collaborative presentations with video, audio, images, and embedded messages from the creator and viewers.

16. Clip Generator- [http://clipgenerator.com](http://clipgenerator.com/) create music videos from images and text online.

**Microsoft Word Alternatives:**

17. Google Docs- [http://docs.google.com](http://docs.google.com/) this online word processor allows students to create and edit documents online while collaborating in real time with other students or teachers.

18. Zoho Writer- [http://writer.zoho.com](http://writer.zoho.com/) an online word processor that lets students create and edit documents directly in their web browser and share them in the cloud so that they can be shared with anyone.  Zoho can allow multiple users to work on a document simultaneously.

19. Primary Pad- [http://primarypad.com](http://primarypad.com/) a free web-based word processor designed specifically for primary students that allow students and teachers to work together in real-time.

20. Sync.in- [http://sync.in](http://sync.in/) an online word processor that allows students and teachers to collaborate in real-time.  Multiple students can edit the same document simultaneously and the changes are reflected in real time.

21. Collabedit-http://collabedit.com a real time text editor that has an integrated chat function.

**Inspiration (mind mapping) alternatives:**

22. Mindomo- [http://minomo.com](http://minomo.com/) online mind mapping.

23. MindMeister- [http://mindmeister.com](http://mindmeister.com/) web based mind mapping with real time collaboration for brainstorming.

24. Cacoo- [http://cacoo.com](http://cacoo.com/) an online drawing tool that lets you create diagrams and mind maps.

**Adobe Creative Suite alternatives:**

25. Aviary- [http://aviary.com](http://aviary.com/) a suite of online creativity tools.  Photo-editing, logos, web templates, filters, color palettes, screen capture, music creator.  This is a great alternative to Adobe’s expensive Photoshop and Illustrator.

26. Picnik- [http://picknik.com](http://picknik.com/) Easy to use online photo editing tools.  Includes effects, fonts, shapes, and frames.

27. SUMO Paint- [http://sumopaint.com](http://sumopaint.com/) a web 2.0 online application that offers an alternative to Adobe’s Photoshop.

28. Thumba- [http://thumba.net](http://thumba.net/) edit images online with simple adjustments and a number of effects.

29. Cloud Canvas- [http://cloud-canvas.com](http://cloud-canvas.com/) create digital art from any web browser, doesn’t require any plugins.

**Audio Editing Alternatives**

30. Myna- <http://aviary.com/tools/audio-editor> from Aviary, a complete audio editing suite online that lets students remix music tracks and audio clips.  Students can apply sound effects, record their own voice or instruments.

**Video Editing Alternatives**

31. Jay Cut- [http://jaycut.com](http://jaycut.com/) a free online video editor including webcam and voice-over, slow motion effects, green screen, drawing and annotation tool, and customize and colorize clips.

32. One True Media- [http://onetruemedia.com](http://onetruemedia.com/) mix photos and videos with special effects to create a slideshow/video montage.

33. Flixtime- [http://flixtime.com](http://flixtime.com/) create videos online using images, video clips, and music.

34. Stupeflix- [http://stupeflix.com](http://stupeflix.com/) mix images videos and add soundtracks in an online editor, add titles and transitions for an impressive yet simple-to-create video.