

How to facilitate a session

A guide to running a 60–90 minute Newspaper of Tomorrow session that ends with your team's top three priorities.

The Newspaper of Tomorrow

labs4change.org · Methodology Toolkit

1 Prepare

- Invite a mixed group of students and staff — about 5–15 people.
- Allow 60–90 minutes. Bring large paper, markers and sticky notes, or open a shared board.
- Optionally, read the one-page tool beforehand (see the resources on this page).
- Choose a facilitator and someone to capture the headlines.

2 Run the session

- 10 MIN** Set the scene — the date is two years from now; imagine the university you want to see.
- 20 MIN** Brainstorm headlines — first alone, then shared: what has changed for equality and inclusion?
- 25 MIN** Build the front page — arrange the headlines, add a lead story, a quote and a photo caption.
- 20 MIN** Choose priorities — agree the three most important changes, and why each one matters.
- 10 MIN** Close — read the newspaper aloud and photograph it.

3 Follow up

- Share the newspaper and the three priorities with everyone who took part.
- Carry the priorities into your Action Plan or your next session.
- Keep the newspaper visible — it is a reminder of the direction you chose.

4 Running it online

- Use a shared whiteboard with a newspaper template; each person adds headlines on sticky notes.
- Work in breakout rooms for small groups, then bring the headlines onto one shared page.
- Live polling helps the group pick the top three priorities quickly.
- Prefer privacy-respecting tools, and keep the board open for later additions.