How to facilitate a session

A guide to running the Living Evidence Cycle — turning audit findings into student-owned prototypes across a few sessions.

1 Prepare

- Start from a completed equity audit or diagnosis, and gather its key findings.
- Invite the students who did the diagnosis, plus staff willing to facilitate (about 5–15).
- Plan for several sessions — the cycle unfolds over days, not one workshop.
- Agree that staff join as facilitators — asking questions, not directing decisions.

2 Run the session

- **20 MIN** Seeing — revisit the evidence together; make sure everyone shares the picture.
- **25 MIN** Naming — reframe each finding as a "How might we…?" design challenge.
- **20 MIN** Individual ideas — everyone generates ideas alone first, to flatten hierarchy.
- **30 MIN** Collective enrichment — rotate ideas so others improve them, add risks and perspectives.
- **20 MIN** Prioritise — choose prototypes by impact, feasibility, ownership and sustainability.
- **15 MIN** Tandems — form a volunteer Commitment Tandem to own each prototype.

3 Follow up

- Give each tandem what it needs: a way to meet, gather information, test, involve stakeholders and document progress.
- Keep every prototype traceable to the evidence it answers.
- Check in with the tandems regularly and share progress.
- Fold the prototypes that work into your action and sustainability plans.

4 Running it online

- Keep the evidence and the "How might we…?" challenges on a shared board.
- Generate ideas individually in silence first, then enrich them together on the same board.
- Use breakout rooms for the tandems and quick polls to prioritise.
- Prefer privacy-respecting tools, and keep the board as the tandems' shared workspace.