

The background of the slide features a stylized, isometric illustration of a city skyline. The buildings are represented by vertical lines and horizontal bars, creating a grid-like pattern. The colors are muted, with shades of blue, teal, and brown. The overall aesthetic is modern and architectural.

UDESIGN JUSTICE INITIATIVE CO-DESIGN WORKSHOP #1

FACILITATOR GUIDEBOOK

JUNE 24TH, 2025

This facilitator guidebook is designed to support you in leading the co-design workshop. Its purpose is to help participants collaboratively envision the future of the UDesign Justice Initiative, one rooted in equity, justice, and care.



FACILITATOR SCRIPT & PROMPTS FOR CO-DESIGNING THE UDESIGN JUSTICE INITIATIVE

Activity # 1: Co-Creating the **VISION**

Time: 30 minutes

1. Facilitator Says:

Thank you all for being here and for your work in this space. Now, we're going to shift into a powerful exercise: **visioning the future of the UDesign Justice Initiative**. This is about imagining what's possible when we build something rooted in equity, care, and justice together.

2. Activity Prompt: Imagine the Future

Imagine it's five years from now, the UDesign has become everything you hoped it could be: What's happening? Who's there? What's changed? Who benefits? Let's spend a few minutes reflecting quietly. Then, we'll capture your visions in a few ways (Give 2–3 minutes for reflection).

3. Activities:

We will engage in two activities. However, you can use whichever method speaks to you: writing, drawing, or talking for the note taker to capture your thoughts.

1. Postcard from the Future (10 minutes)

Using your provided post card, write a short message from the future: “Dear friend, UDesign has become...”

2. Vision Web (15 minutes)

Please use your sticky notes to respond to the categories on the flip charts and post your responses under each category. The flip charts on the walls are labeled as follows: What it is, Who it serves, What it changes, & How it feels.

4. Facilitator Follow-Up (5 minutes.):

Let's take a few moments to share what came up. As we listen, let's notice any common patterns, hopes, values, or themes that we hear across our visions. (Invite participants to share, affirm contributions, and capture themes.)

Activity # 2: Co-Creating the MISSION

Time: 30 minutes

When guiding participants to define the mission of the UDesign Justice Initiative, the goal is to shift from imaginative “what could be” (vision) to **intentional “what we do and how we do it”** (mission). This requires grounding participants in purpose, values, and action.

1. Facilitator Framing:

If our vision is what we want to see in the world, our mission is how we get there. The mission defines our purpose. It guides what we do, who we do it with and for, and how we show up in that work every day.

2. Activity Prompt:

- What is the purpose of the UDesign Justice Initiative?
- What communities or groups should always be centered in our work?
- What kind of impact do we want to make, and how do we make it?

3. Activities: Mission Mapping

We will engage in two activities.

1. Mission Statement Mad Libs (10 minutes) - Use provided template to write responses.

Mad Libs is a simple, playful word game where you fill in blanks in a sentence structure with specific types of words (like a verb, noun, or adjective).

Break it into key pieces:

- We exist to... (purpose)
- We work with...
(audiences/communities)
- We do this by... (methods/actions)

2. Mission Draft Starter (15 minutes)

Ask the group to use their fill-in-the-blank template:

The UDesign Justice Initiative exists to
-----, by -----, in order to
-----.

Example response:

The UDesign Justice Initiative exists to advance spatial justice, by co-creating design practices with marginalized communities, in order to challenge systemic inequities and reimagine the built environment.

4. Facilitator Follow-Up (5 Minutes)

After sharing, ask the group:

What common threads are showing up across our mission drafts? What feels most true to the heart of this initiative? What must we hold ourselves accountable for in this mission?

Activity # 3: Co-Creating the GUIDING PRINCIPLES

Time: 30 minutes

Identifying guiding principles is one of the most powerful parts of co-design, it sets the **ethical foundation** for how the UDesign Justice Initiative will work. These principles should reflect **values in action**: not abstract ideals, but commitments to how the initiative behaves, builds relationships, and holds itself accountable.

1. Facilitator Framing:

If our vision is our destination, and our mission is our path, then **our guiding principles are the values that shape how we walk that path**. They help us stay accountable to each other, to the communities we serve, and to the kind of justice we're trying to build.

These aren't just words on a page. They show up in how we make decisions, how we share power, how we listen, and how we act.

2. Activity Prompt:

Ask the group to reflect on these questions:

1. What values must guide everything the Initiative does?
2. How should we treat one another as collaborators?
3. How should this initiative be held accountable, and by whom?

These three questions address values, relationships, and accountability, the cornerstones of meaningful guiding principles.

3. Activities:

1. Naming Values (10 minutes)

Use Sticky Notes and Post on Flip Charts

Step 1: Invite collaborators to name and write down a value (e.g., equity, transparency, care, reciprocity).

2. From Values to Principles (15 minutes)

Step 2: Ask: “What do these values look like in action?”

→ Turn it into a principle:

- Value: “Transparency”
- Principle: “We commit to open, clear, and accessible communication at every stage of our work.”

3. “We Believe That...” Statements

Use Provided Template

Step 3: Ask the group to generate statements starting with:

“We believe that...” or “We commit to...”

Examples:

- We believe that lived experience is expertise.
- We commit to centering communities most impacted by design injustices.
- We believe that care is a design principle.
- We commit to building at the speed of trust.

These will be refined later into more formal principles.

4. Facilitator Follow-Up (5 minutes):

After sharing, ask the group some closing questions:

- What principles will help us protect our integrity as we grow?
- How will we hold each other accountable to these values in practice?

Activity # 4: Co-Creating the **FOCUS AREAS**

Time: 30 minutes

Identifying focus areas involves translating the UDesign Justice Initiative's vision, mission, and principles into strategic priorities, which are the key domains of work that the Initiative will undertake.

1. Facilitator Framing: What are Focus Areas

Now that we've imagined the vision, named our mission, and shared our guiding principles, let's think about where this initiative should focus its energy.

Focus areas are the **key themes or domains that define what the UDesign Justice Initiative actually does**. They help turn our commitments into action.

Think of these as strategic containers for our work. What should we prioritize? What should we build programs or projects around? What should we say yes to and no to?

Examples of common focus areas (just for inspiration):

- Design Education (curriculum, pedagogy)
- Community Partnerships & Co-Design
- Spatial Justice Research
- Policy Advocacy & Public Scholarship
- Capacity Building for Marginalized Designers
- Decolonizing Design Practices

2. Activity Prompt:

Prompting Questions to Generate Focus Areas

Use these for discussion and group reflection:

1. What are the community needs and lived experiences?
2. What are the systemic gaps in design and planning?
3. Where is design most failing marginalized communities, and how could we intervene?
4. What is this initiative uniquely positioned to do?

3. Activities:

Step 1: Focus Brainstorm Clusters Using Flip Chart and Sticky Notes

1. Ask the group to brainstorm possible focus areas and write them on sticky notes.

2. Cluster similar ideas on the wall.
3. Invite groups to name and describe each cluster/theme.
4. Then, vote or prioritize which ones should be top 3–5 (facilitator labels the priorities on the flip chart).

4. Facilitator Closing Reflection

What do these priorities say about who we are and who we're accountable to? Are there any gaps in what we've named? What's emerging as the soul of this initiative?

Conclude the session and get ready for the group to share insights with the larger audience by selecting a spokesperson from your team.

Prepared by:
Dr. Marie Cecile Kotyk