



First Ocapi Discussion

Discussion Procedure (Tentative)

1. Discuss the desirable state of the team
2. Read the report individually
3. Discuss the report
4. Determine actions to be taken

*** If the group is large, form groups of **four to eight** members and discuss each step in small groups. Then share key insights with the whole group.

Etiquettes for Discussions

- **Treat one another as equals and be free from roles and positions.**
- **Try to listen to others with respect and think flexibly.**
- **Share thoughts openly.**
- **Do not deny or judge others' opinions.**
- **Do not direct the discussion toward a particular conclusion. Leaders should be especially careful.**

1 Discuss the Desirable State of the Team

Before looking at the report, start by sharing the desirable state of the team written in the “Pre-discussion Worksheet.”

- **First, everybody shares the desirable state of “Quality of Relationships.” Then, move on to the other Qualities.**
- **Make sure to read out what is written, even when it seems similar to what others had shared.**

After listening to everybody’s desirable state, write down thoughts on sticky notes. Then, each person will read the note aloud and stick them on a wall or a sheet of paper.

Time: 10 to 20 minutes

2-1 Before Reading the Report

First, learn about the basic ideas of the Ocapì report.

- A higher/lower score does not necessarily mean “good” or “bad.” Scores may result lower when members’ expectations are high, or they feel strongly about the particular issue.
- There is no standard score or benchmark. Instead, compare the current situation of the team shown in the report with the desirable state.
- Inquire deeper into the team’s condition, by discussing what is really happening behind the results. Link the scores with specific situations or thoughts in daily work.

2-2 Read the Report Individually

Before discussing the report, take a moment to read the report individually. Each person writes down his/her “first impression” and “particular parts that attracted his/her attention” on sticky notes.

Time: 10 minutes

3 Discuss the Report

- 1. Present the sticky notes and share each member's view.**
- 2. Identify the points and insights worth noting.**
- 3. Discuss further to explore “what is happening” and “possible reasons behind the results.”**

Time: 30 to 60 minutes

4 Determine Actions

- 1. Identify the leverage point to move the team forward.**
- 2. Discuss and find ways to improve the team together. Decide on one or two easy-to-try and achievable action the team can take.**
- 3. Next, decide on a personal action each wants to try. Write it down on sticky notes and close the discussion by sharing them with the team.**

Time: 20 to 30 minutes