

VIRTUAL WORKSHOPS THE HOW TO GUIDE



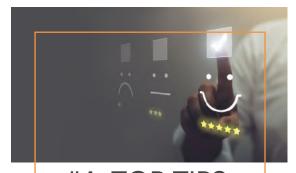
A SIMPLE GUIDE TO RUNNING VIRTUAL WORKSHOPS







#3: TOP TIPS: DURING THE WORKSHOP



#4: TOP TIPS:
AFTER THE
WORKSHOP



VIRTUAL WORKSHOPS 6 OVERARCHING PRINCIPLES

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It's not as easy as transferring what you do in an in-person workshop to online different circumstances require different approaches, different roles & different rules

#1	OVER-PREPARE	Prepare, prepare & over-prepare – things are even more constrained in remote workshops, so advanced planning, check-ins and trial runs (plural!) are essential
#2	OVER-FACILITATE	Engage early and often – have a team of facilitators with distinct roles & have a plan to keep energy up
#3	OVER- COMMUNICATE	Over-communicate before, during & after – if it feels repetitive, you're doing it right. Use verbal, visual & auditory comms & consider how you frame key points
#4	USE TIME AS AN ASSET	Maximise your time together and use it wisely - overestimate everything, use pre & post-tasks, and break it down: 2 shorter sessions are better than 1 long one
#5	KNOW & MOTIVATE YOUR AUDIENCE	Understand your audience – how they like to work, what motivates them & their capabilities – and set clear goals to ensure everyone knows what you're working towards
#6	ROLL WITH THE PUNCHES	Expect the unexpected and be flexible – a key mantra for both the facilitator(s) and the participants. Things will go wrong, so have a Plan A. Plan B. Plan C and run with it



BEFORE THE WORKSHOP

6 KEY CONSIDERATIONS



At live
sessions you
have breaks
and social
activities.
Online, it's
all replaced
by work.
That's more
exhausting
mentally

Eric Morrow,
Design
Facilitator at
IBM

#1	PLAN, PLAN, PLAN SOME MORE	It's all in the planning - allow for more time to plan the workshop as well as ensuring you've invited the right people, at the right time
#2	HERO YOUR AGENDA	Managing expectations and being clear on what needs to be achieved at each point is essential to success. It is also key to helping frame and anchor the session
#3	MAKE SURE TECH HELPS VS HINDERS	Understand the team's tech capabilities and comfort and cater accordingly. Make sure to do run throughs and try to limit & simplify the platforms you use
#4	BUILD YOUR TEAM WITH CARE	Assign roles and responsibilities for each internal / facilitation team member, including the additional tech roles (e.g. time keeper, tech support and note keeper)
#5	USE PRE-WORK TO GET AHEAD	Before the session, make sure to share any key information, set up & test the tech , as well as align on contingency plans to help trouble shoot if needed



DURING THE WORKSHOP

7 KEY CONSIDERATIONS



If one person is not in the room, no one is in the room.

Dave Malouf, Designer and Founder of the IxDA

#1	START STRONG	Initiate engagement as soon as people join – have a welcome page, say hello, get them 'in' the session
#2	SET THE SCENE	Bring everyone onto the team – set expectations, set ground rules and ensure everyone participates in the warm-up exercise
#3	DIRECT TRAFFIC	Direct traffic throughout the session: call on people and nominate people to make it clear who should be speaking
#4	CHECK-IN, ALWAYS	Set up signals so you can easily check understanding (e.g. thumbs up). Remember to also check in with the internal team
#5	FUEL ENGAGEMENT	Have exercises and tools ready to maintain energy & engagement. You need to inject energy into the group!
#6	BE AGILE	You need to be ready to adapt and flex in real time – if tools aren't working, if energy is low, if time is short: <u>flex</u>
#7	END ON A HIGH	You want people to leave feeling like it was time well spent. Collate live feedback and be clear on next steps



AFTER THE WORKSHOP

5 KEY CONSIDERATIONS



Once the workshop is done, take a deep breath – but the work isn't done yet. Making time to reflect, align and implement is key to continued success

#1	PROVIDE CLARITY ON NEXT STEPS	To maximise output and long-term impact, ensure everyone is clear on next steps and any relevant roles / actions are assigned
#2	LEVERAGE POST- TASKS	Use take-home questions and/or exercises to ensure learnings 'stick' and people 'own' the work – increasing likelihood of implementation / action
#3	FOLLOW-UP	Maintain communication post-workshop to keep momentum going & ensure learnings are captured, shared and aligned on
#4	SEEK FEEDBACK	Ask for feedback on what worked well, areas to improve and suggestions for next time – both from your team and participants
#5	REVIEW, RE- CHARGE, REPEAT!	Take stock of how things went, iterate based on feedback, and get ready for the next one!



THANK YOU!

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