

ONLINE SLE TRAINING. Participatory methods for workshops and meetings



Trainer: Ms Annika Buchholz & Ms Miriam Holländer

Duration: October 25-28, 2022

Prelininary course programme

Time	Tuesday	Wednesday	Thursday	Friday
	CHECK-IN (9:15 – 9:30 am)			
9:30 am - 11:00 am CEST	Welcome Getting to know each other and the online setting Objectives, expectations and agenda	Recap of the day Presentation of group work results from day 1 Workshop phases II. The beginning	Recap of the day Guest input by Johara Bellali, Consultant (tbc): Challenging situations in workshops and meetings and how to deal with them as a facilitator	Recap of the day Virtual vs. face-to-face facilitation Group work results: Presentation and workshop simulation Feedback by the group and the trainers
15 Minutes Break				
11:15 am - 12:30 am CEST	Introduction to the training topic What makes a workshop successful?	III. The main phase Method Lab to try out idea generation, discussion and decision-making methods	IV. Finalizing workshops Group work (part 3) Design your workshop	Group work results: Presentation and workshop simulation continued
1 Hour Break				
1:30 pm - 3:00 Pm CEST	Planning and preparation Group work (part 1) Plan your workshop Evaluation of the day	The session plan Group work (part 2) Design your workshop Evaluation of the day	Group work (part 4) Finalize your workshop design Evaluation of the day	Open questions Wrap-up & evaluation of the course Closure
END				
3.00 pm - 4:00 pm CEST		<i>Optional</i> <i>"Virtual hangout": exchange among participants</i>	<i>Optional</i> <i>Opportunity for individual consulting</i>	

Additional short breaks will be included in each session.