Course : Leading an effective workshop

Practical course - 2d - 14h - Ref. AGT
Price : 1590 CHF E.T.

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BEST

What types of workshops should be set up to stimulate collective intelligence and transform it into business performance? What facilitation techniques and posture should you adopt to encourage the creation of ideas? This course will introduce you to several collaborative workshop facilitation methods.

◎ Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Determine the conditions for a successful workshop
- ✓ Know the techniques and methods for running a workshop
- ✓ Prepare and lead a workshop for a large or small group

Intended audience
Anyone wishing to organize and run workshops.

Prerequisites
No special knowledge required.

Practical details
Hands-on work
This highly interactive course is supported by numerous practical exercises and role-playing exercises.

Course schedule

1 The objectives and challenges of an effective workshop

- Meeting tomorrow's challenges with collective intelligence.
- Generate innovative ideas.
- Set a group in motion to support change.
- Co-constructing and engaging teams.

Exercise
Mindmapping: identifying creativity and innovation processes.

PARTICIPANTS
Anyone wishing to organize and run workshops.

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

② Preparing a workshop

- Define and understand the workshop challenge.
- Specify the real need and the place of the workshop in a given context.
- Assemble the right working group for the job.
- Create group cohesion around an innovative approach.
- Communicate before the workshop to encourage participation.

Hands-on work
Prepare your workshop organizer's checklist.

③ Running a workshop

- Introduce and frame the workshop, have the group validate the workshop principle.
- Establishing a caring climate.
- Create a rhythmic cut.
- Learn to manage your turn to speak.
- Generate ideas and practical solutions.
- Select and enrich the solutions chosen.
- Communicate after a workshop, to make the results accessible to as many people as possible.

Hands-on work
Identify your profile as a facilitator. Co-development session dedicated to creating a workshop.

④ The collaborative toolbox for workshop facilitation

- Design Thinking to be as close as possible to users' needs.
- Icebreakers to start a workshop and create a friendly atmosphere among participants.
- The "Café-Projets" for collective reflection.
- Scribing to collect ideas and illustrate them in the form of pictorial mindmapping.
- Creative Problem Solving for problem-solving using a thinking methodology.
- Appreciative Inquiry to define directions based on past and present strengths and successes.
- Failed Camp is a fun, relaxed way to learn in a group.

Hands-on work
Based on Appreciative Inquiry, reflection and production on a topic provided by participants.