

Teaching Script for Unit 12: Formal Framework of Workshop Planning (In-Person Event)

Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
1. Training concept conversation guide	1. Consultation training (Exercise)	1 min (12.1-2)	1/5 WL preparation	Participants learn how to respond to training requests during a consulting conversation	Task: - Divide Participants into 3 groups, one flip chart per group - Scenario: Request for a RDM training from a research group, with no details provided. - "Please develop a conversation guide for advising on the request, addressing relevant aspects for the training conception. Also consider what resources are available at your (imaginary) institution for such an event." - Time: 10 min - Presentation of the consultation script by each group in plenary, max. 3 min	in (no)
1. Training concept conversation guide	1. Consultation training (Exercise)	10 min (12.3)	2/5 Group work	Participants learn how to respond to training requests during a consulting conversation	Participants: Group work at the flipchart	out (yes)
...	...	9 min (12.4)	3/5 Participants present	Participants learn how to respond to training requests during a consulting conversation	Moderation: - Groups present their method - Max. 3 min/group (9 min total)	out (yes)
...	...	5 min (12.5-7)	4/5 WL speaks	Participants learn important aspects of workshop planning	Talk: - Mind maps on: - 1. Framework conditions (3Z) - 2. Content-related - 3. Organization - Summary	in (no)
...	...	5 min (12.8)	5/5 WL moderates	Participants receive an overview	Moderation: - Q&A on the mind maps	out (yes)

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1. Workshop planning	Alternative 01a. Workshop planning (Mindmap)	2 min (na)	1/9 WL preparation	Activate prior knowledge	Task: - Divide participants into 3 groups, one flipchart per group. - "In groups, develop a mind map on the question: What do I need to consider when planning a workshop/training?" - Each group has a different mind map with a different guiding question, the details are on the board - Time: 9 min - Detailed presentation of the results by each group in plenary, max. 5 min	in (no)
...	Alternative ...	9 min (na)	2/9 Participant group work	Activate prior knowledge	Participants: group work	out (yes)
...	Alternative ...	5 min (na)	3/9 Participants group 1 present (first step)	Participants learn about the framework conditions (DOT formula: duration, objective, target group)	Moderation: - Guiding question Group 1: "What are the key aspects that fundamentally influence the design of the workshop and should be addressed first?" - Moderate discussion, max. 5 min	out (yes)
...	Alternative ...	1 min (na)	4/9 WL presents topic 1 (first step)	Participants learn about the framework conditions (DOT formula: duration, objective, target group)	Talk: - DOT formula (duration, objectives, target group) - Possibly highlight important points that were missing in the participants' mind maps. - Note: the mindmap shall be visible during the rest of the workshop	in (no)
...	Alternative ...	5 min (na)	5/9 Participants group 2 present (content)	Participants learn to create content for a workshop (General objectives, Learning objectives, Schedule, etc.)	Moderation: - Guiding question Group 2: "How do you develop the content? What should you consider when designing it?" - Moderate discussion, max. 5 min	out (yes)

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...	Alternative ...	1 min (na)	6/9 WL presents topic 2 (content)	Participants learn to create content for a workshop (General objectives, Learning objectives, Schedule, etc.)	Talk: - Importance of the sequence: General Objectives, Topics, Learning Objectives, Schedule, Content, and Methods - Possibly highlight important points that were missing in the participants' mind maps	in (no)
...	Alternative ...	5 min (na)	7/9 Participants group 3 presents (Organizational)	Participants understand what is involved in the organizational preparation of a workshop	Moderation: - Guiding question Group 3: "What organizational aspects and steps are involved in designing a workshop?" - Moderate discussion, max. 5 min	otu (yes)
...	Alternative ...	1 min (na)	8/9 WL presents topic 3 (Organizational)	Participants understand what is involved in the organizational preparation of a workshop	Talk: - Addressing the individual points for organizational preparation - Possibly highlight important points that were missing in the participants' mind maps.	in (no)
...	Alternative ...	1 min (na)	9/9 WL presents (Summary)	Participants receive an overview	Talk: - Presentation of the entire mind map - Possibly highlight important points that were missing in the participants' mind maps.	in (no)

Duration of unit: 30 minutes.