

Teaching Script for Unit 12: Formal Framework of Workshop Planning (Online 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 BR | Participants learn how to respond to training requests during a consulting conversation | Task: - Divide Participants into 3 breakout rooms (BR). - 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 for BR: 10 min - Presentation of the consultation script by each BR group in plenary, max. 3 min | in (no) |
| ... | ... | 10 min (12.3) | 2/5 Participants group work BR | Participants learn how to respond to training requests during a consulting conversation | Participants: Group work in BR | 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) - Participants share their document via screen sharing | 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 BR | Activate prior knowledge | Task: - Divide participants into 3 breakout rooms (BR), one board 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 for BR: 9 min - Detailed presentation of the results by each group in plenary, max. 5 min - "Names of participants in the three groups will be read out. Please click on the link of the correct group BEFORE switching to BR." | in (no) |
| ... | Alternative ... | 9 min (na) | 2/9 Participants group work BR | Activate prior knowledge | Participants: Group work in BR | 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) |

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| ... | 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) |
| ... | 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 | out (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.