


Running a Workshop

Facilitating Collaboration Sessions

As you're collaborating, you'll often want to engage your team in a workshop. These are a great way to ensure that everyone's ideas are being shared in a structured format. You'll often find that stakeholders who are not that engaged, will start to understand the process after a well-run workshop. People love to break from their day-to-day tasks to think creatively about interesting problems!

 <https://youtu.be/3eD3l1nTs1Y>

QUESTION 1 OF 3

When facilitating a workshop, you should be mindful of:

(Select all that apply.)

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- ☐ Making sure everyone likes your designs
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- ☒ Including everyone in the session
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- ☒ Keeping time in a constructive way
-
- ☒ Allowing for creative flexibility in the schedule

Using Digital Collaborative Tools for Remote Workshops - Miro

It's great to have everyone in a single room, where you're able to move around, spread ideas on the walls, and keep **design artifacts** in view to aid inspiration.

Design Artifact

A physical or digital graphic representing a key design step. Artifacts might be key user quotes, sketches, or other synthesized insights that can be shared with others so they understand the state of the project.

However, your team may be distributed around the world or you might be exploring a start-up idea with no budget for an office. Getting everyone in the

same room may simply not be possible or practical.

But don't worry; these days, there are some great tools that you can use to create a virtual space to house your design artifacts and work with your teammates. The tool we'll be using is an application called **Miro**. I'll show you the main features, and then you'll be using it throughout this course (and you'll use it for your final project as well).

 <https://youtu.be/Ae13Jz4KuCo>

Quick Tip: If you do have a synthesis room where you're keeping design artifacts on a wall, do not invite research respondents into this room for a study. Having respondents see your synthesis output will bias their responses.

QUESTION 2 OF 3

What are some situations where Miro might be helpful?

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- ☒ Documenting large design studies
 - ☒ Collaborating and ideating with teams (even if team members are not located in the same place)
 - ☐ Documenting software specification files
 - ☒ Organizing design assets like sketches and screens
 - ☐ Prototyping
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Set Up Your Miro Board

Follow these steps to set up a miro board which we'll use throughout the course!



- ✓ Navigate to [Miro.com](https://miro.com)
- ✓ Sign up for a new account—or log in if you have an account
- ✓ You may need to create a team to get started—you can just create one with whatever name you like
- ✓ Create a new board and give it a title (it may also create one for you automatically when you sign up, which is fine)
- ✓ Create a frame and add some post-it notes on the board
- ✓ Click the `Share` button and change the *private link* permissions to `can comment`; then paste the link into the form below

Valid Miro Link

After following the steps above, submit the `Private link to invite members`:

<https://miro.com/welcomeonboard/zMVq5H10nNmKK9KbweyVA1B42zvq6h75RDxPVsslwIfHvRKBBi9RmXlb>

RESET