

Designing Hybrid Workshops

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Welcome

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Visceral Check In

How do you feel today?

You matter

You are valuable

**Message me if
there is a problem**

Self-care is
essential

Codes

Code of:
Conduct
Conversation
Comfort
Control

Autonomy

If this is **not** the right time or place for you then just leave and we can arrange another time together

All workshop
activities are
invitations.

If you do not wish
to be involved,
please message
me.

All slides will be
shared and there
will be time in the
future just to chat
about ideas

**Autonomy
and Saying
No are part of
Self-care**

Workshop and Breakout Session format

Workshop format

- By card
- By podcast
- By Zoom

Designing Hybrid Workshops

acuity.design 2021

From: Alastair Somerville, Robinswood, GL5 3LF, UK



This workshop is about designing your own hybrid workshop to share your wonder. Clarity and confidence are the foundations. What topic to share and what role you choose to take on?



Safety is important in hybrid workshop as it is hard to detect problems when online together.

Being explicit about group conduct and about individual self-care matters.



Activities are crucial to workshops. There are practical issues of time planning but also social issues of stresses in online places and ensuring people have time to be both together and apart.

To:

Designing Hybrid Workshops

acuity.design 2021



Sharing Wonder starts with your **intention**.

What do you want to share with people?



Is it a skill - Wonder!

Is it a question - Wonder?



Choose your role as **Teacher** or **Facilitator**.

Be clear to be confident.



Offering Safety means being explicit in your **invitation**.



Show people what to expect in content and behaviour before they arrive.



Create a safe place as a group by setting codes of conduct and responsibility.



Ask people to check their sense of individual well-being so they can choose to stay, ask for adaptations or leave.



Architecting Activities is creating a pattern for the workshop **interaction**.

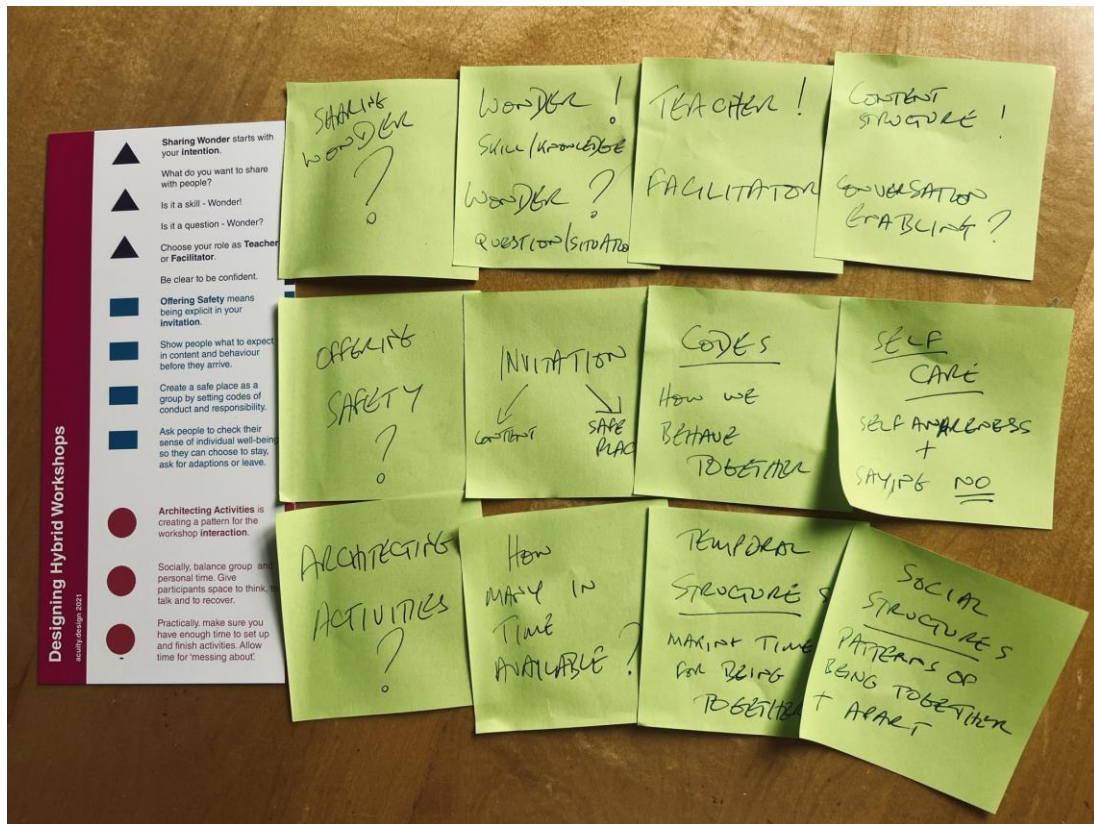


Socially, balance group and personal time. Give participants space to think, to talk and to recover.



Practically, make sure you have enough time to set up and finish activities. Allow time for 'messaging about'.

Slides = workbook ➡
or
Card = workbook
↓



Workshop format

95 + 25 minutes
in 4 parts with a
break in the
middle

1. Sharing
Wonder



2. Offering
Safety



3. Architecting
Activities



4. Personal Time



Minutes	Theme	Activity
15	Welcome and offering codes of conduct for wellbeing	Alastair speaking with PowerPoint slides
5	Describing Workshop and Breakout Session structure	Alastair speaking with PowerPoint slides
5	Sharing Wonder	Alastair speaking with PowerPoint slides
15	Breakout Session 1	Group discussion in breakout room
5	Offering Safety	Alastair speaking with PowerPoint slides
15	Breakout Session 2	Group discussion in breakout room
10	Workshop comfort break	
10	Architecting Activities	Alastair speaking with PowerPoint slides
15	Breakout Session 3	Group discussion in breakout room
5	Putting it all together	Alastair speaking
5	Personal time	Personal time
15	Farewell	Alastair plus anyone who wants to speak/ask questions

15 min Breakout session format

Questions to
meet each other
and practice
listening

**15
min**

Breakout Session Format

**10
min**

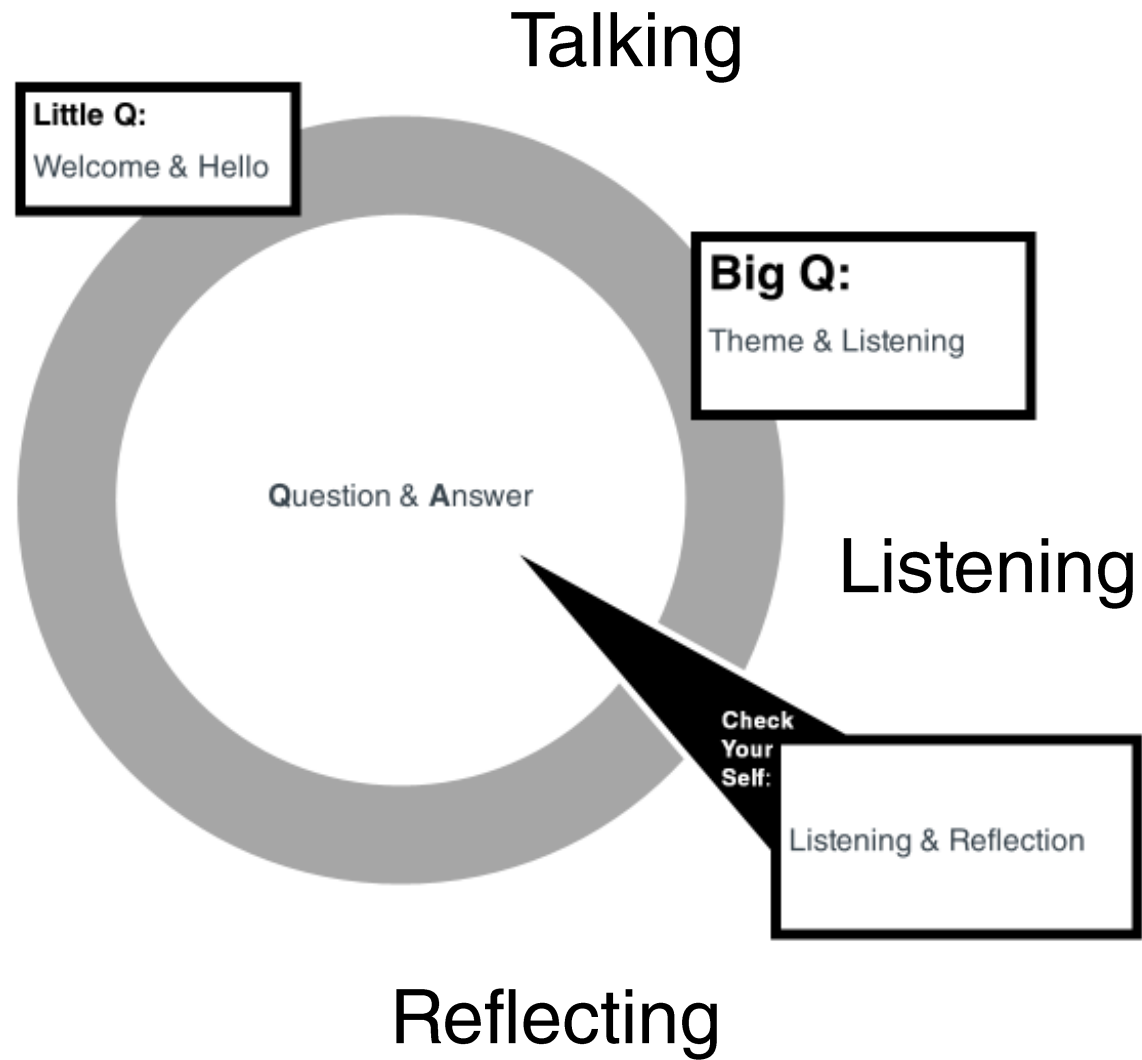
1. **Little Question** to be answered by each person in each session. Say hello, your name and your quick answer.

**5
min**

2. **Big Question** to be answered by one volunteer in each session.
3. Everyone listens and writes down what they hear as **Answer**.

Later

4. **Check Your Self** by reflecting on how you think about Question and Answer from your own perspective.



Video and
microphone **off** is
fine

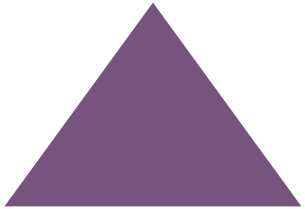
Maybe put them
on in Breakout
Rooms

“We think small talk builds connection & bypasses awkwardness. But "**deep talk**" - conversations about significant things - is less awkward & leaves both parties **more satisfied.**”

Daniel Pink

Relax...and
let's start

Sharing Wonder



Sharing Wonder podcast



Confidence in clarity



Sharing Wonder starts with your intention

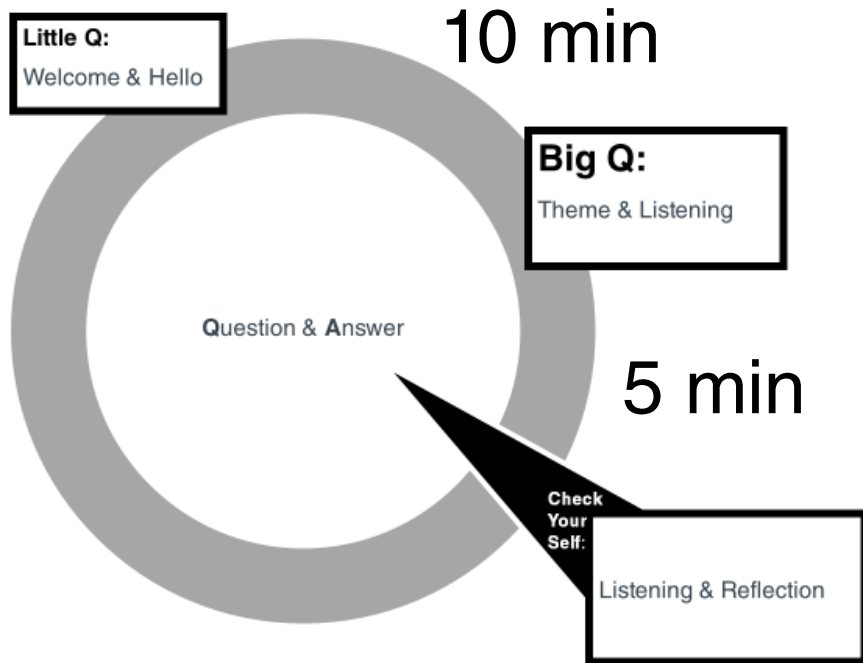
What do you want to share with people?

- Is it a skill - Wonder!
- Is it a question -
Wonder?



Choose your role as Teacher or Facilitator





Small Q: what's your Wonder?

Big Q: how do you feel about taking a role with power?



Sharing Wonder



Offering Safety



Offering Safety
means being
explicit in your
invitation



Art Of Gathering

By
Priya Parker



Safety measure effectiveness drops with event proximity

Invitations

++++

Welcome & codes

+++

Activity frames

++

Interactions

+

Avoid Fire Fighting

Show people
what to expect in
content and
behaviour before
they arrive

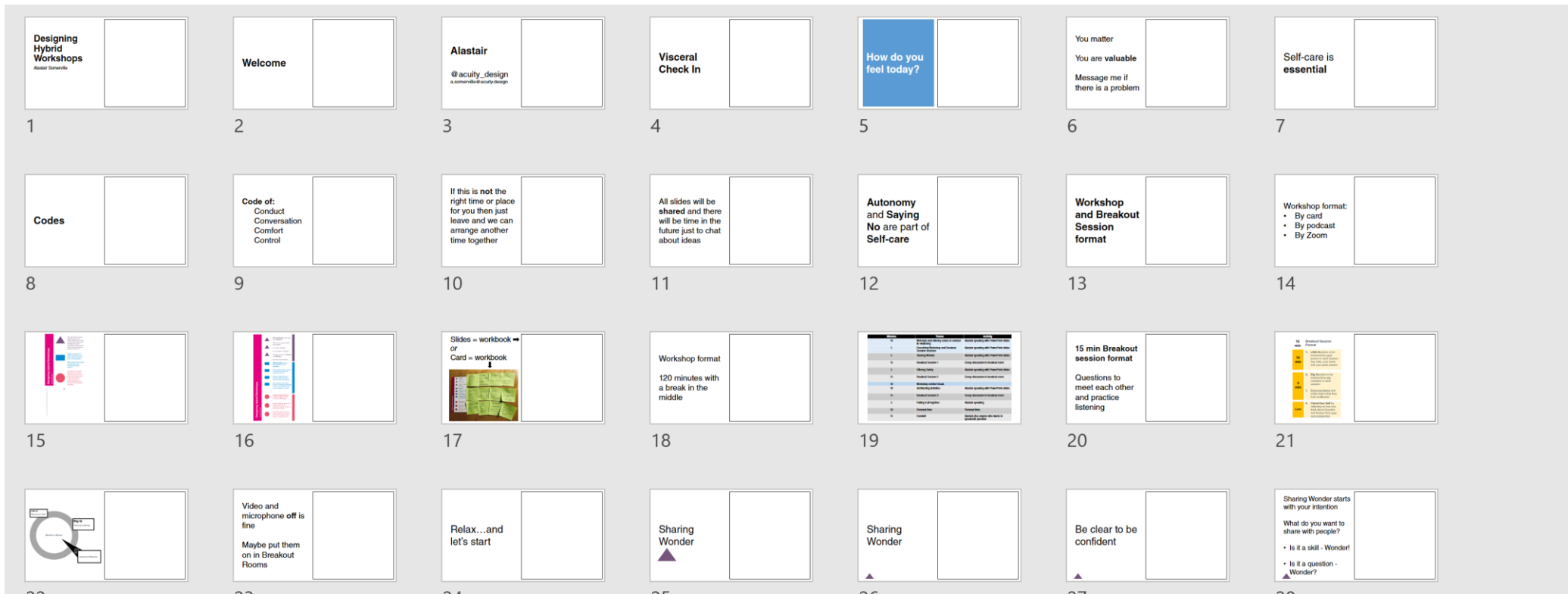


Create a safe
place as a group
by setting codes
of conduct and
responsibility



Ask people to
check their sense
of individual well-
being so they can
choose to stay,
ask for adaptations
or leave

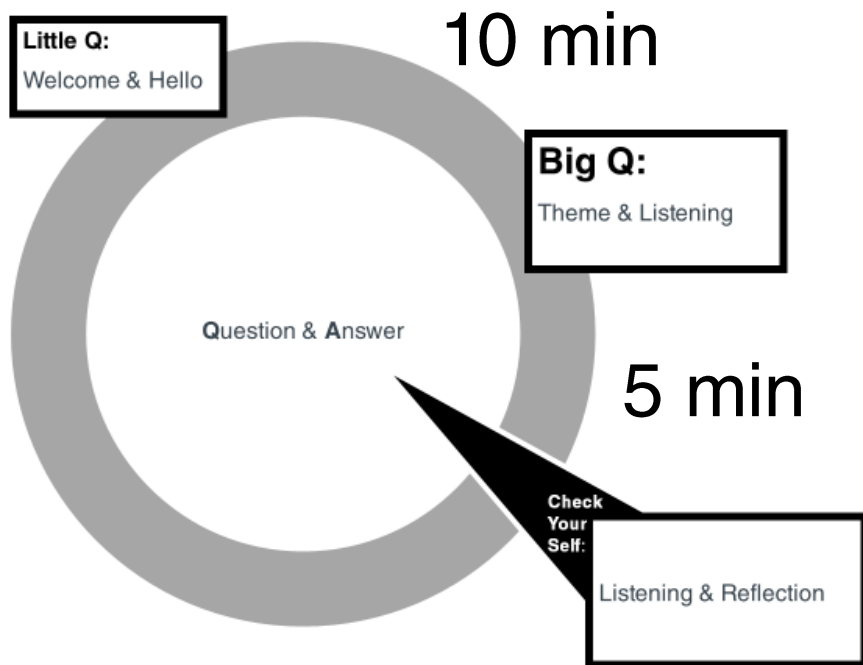




This is simply my
pattern of Offering
Safety

Consider
alternatives for
yourself and your
communities





Small Q: what is your experience of feeling safe or unsafe in a workshop?

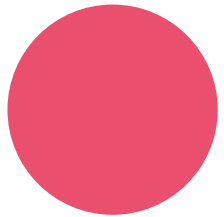
Big Q: for your community, what more is needed?



Offering Safety



Architecting Activities



Architecting
Activities is
creating a pattern
for the workshop
interaction



Teaching Walkthrus

By Tom Sherrington and Oliver Caviglioli

Liberating Structures

By Henri Lipmanowicz and Keith
McCandless







Time Table






Minutes	Theme	Activity
15	Welcome and offering codes of conduct for wellbeing	Alastair speaking with PowerPoint slides
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5	Personal time	Personal time
15	Farewell	Alastair plus anyone who wants to speak/ask questions

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Theme	0		120	
Welcome				
Structure				
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Farewell				



Theme	0			120		
Welcome	10					
Structure	5					
Activity 1						
Activity 2						
						
Activity 3						
Activity 4						
Farewell				15		

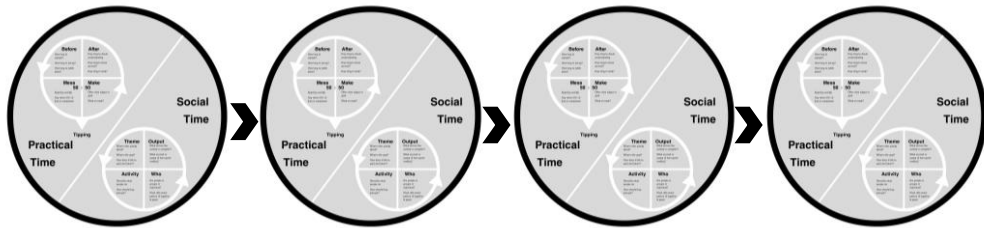


Workshops need
time to **begin** and
to **end**.

Then plan activities



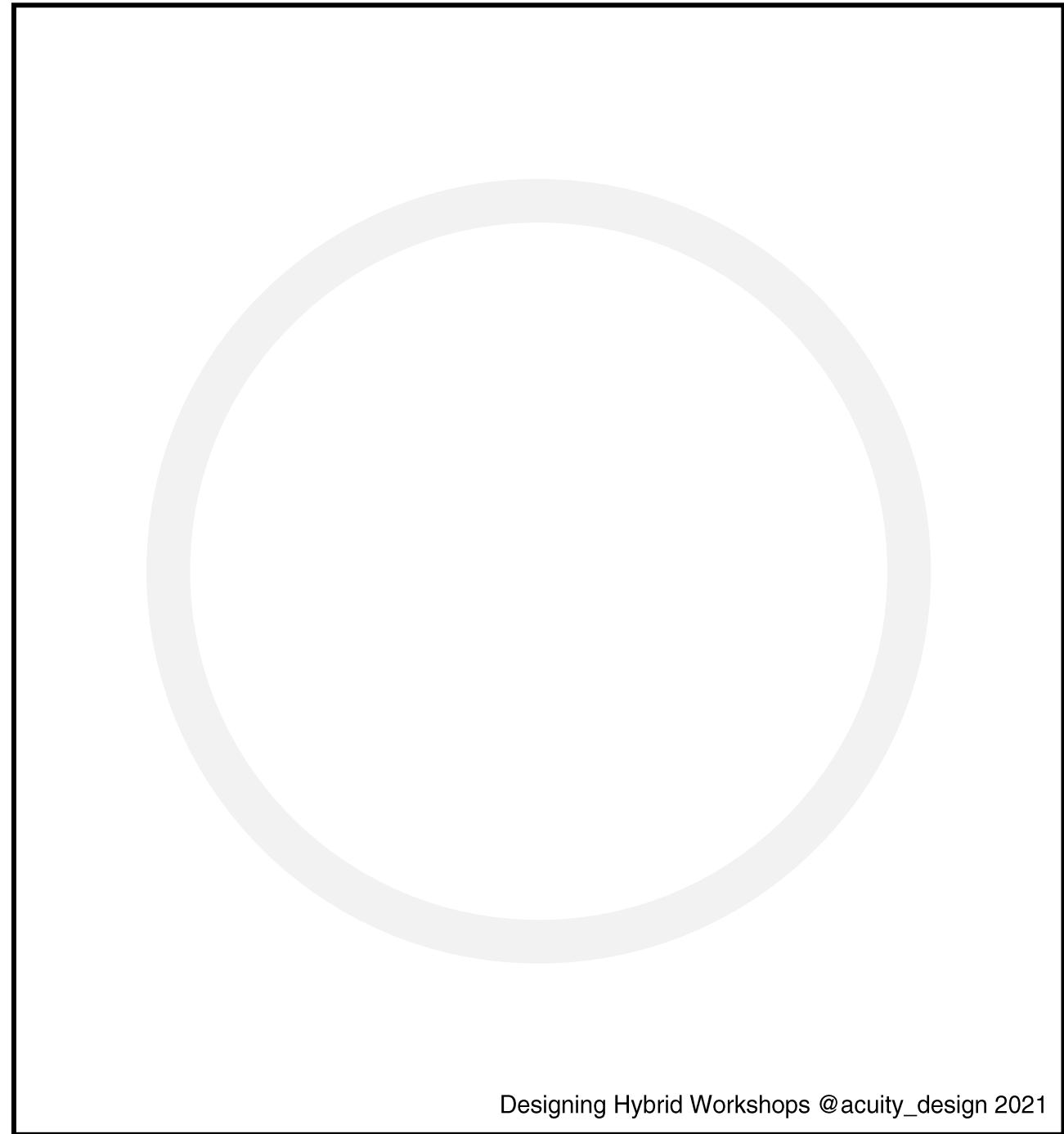
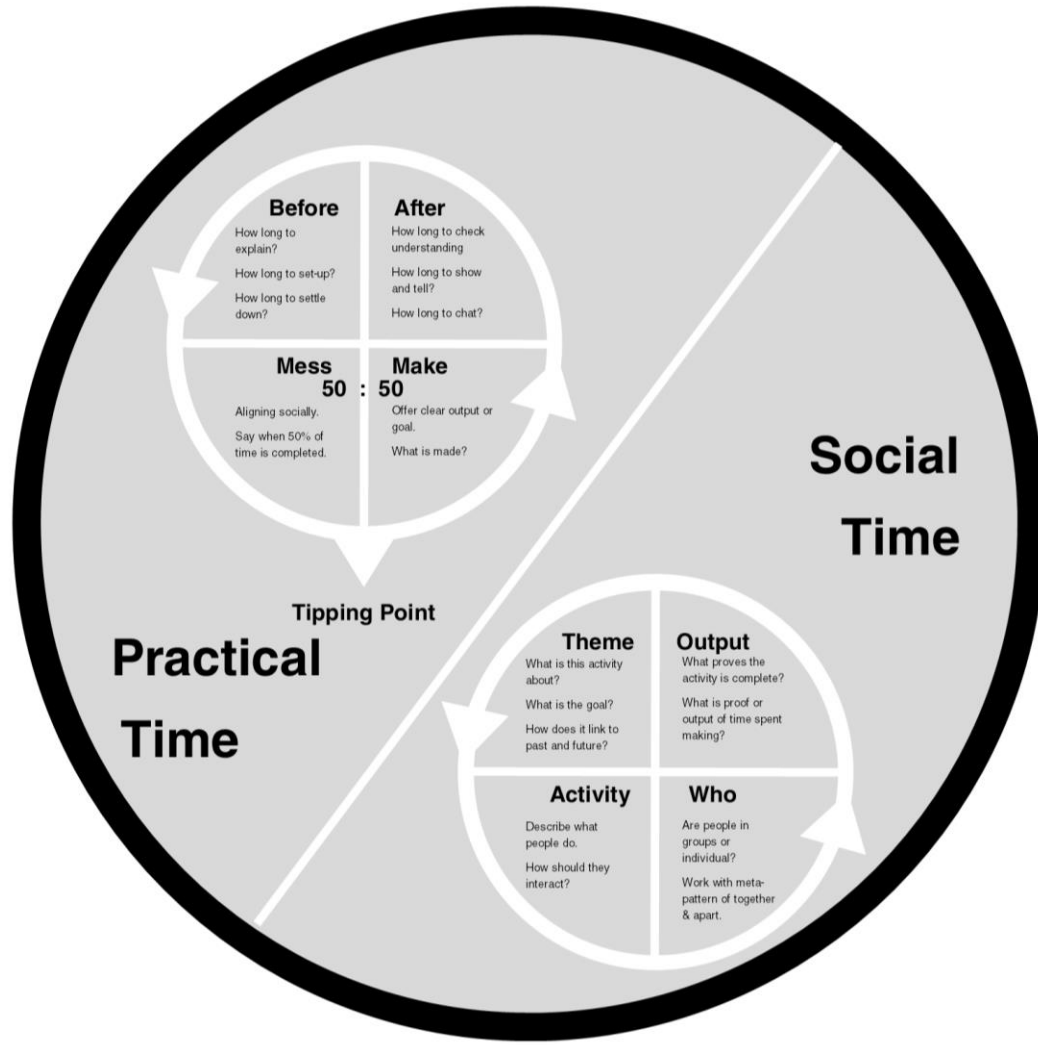
Activity Planning



- Practical
- Social



Time Planning

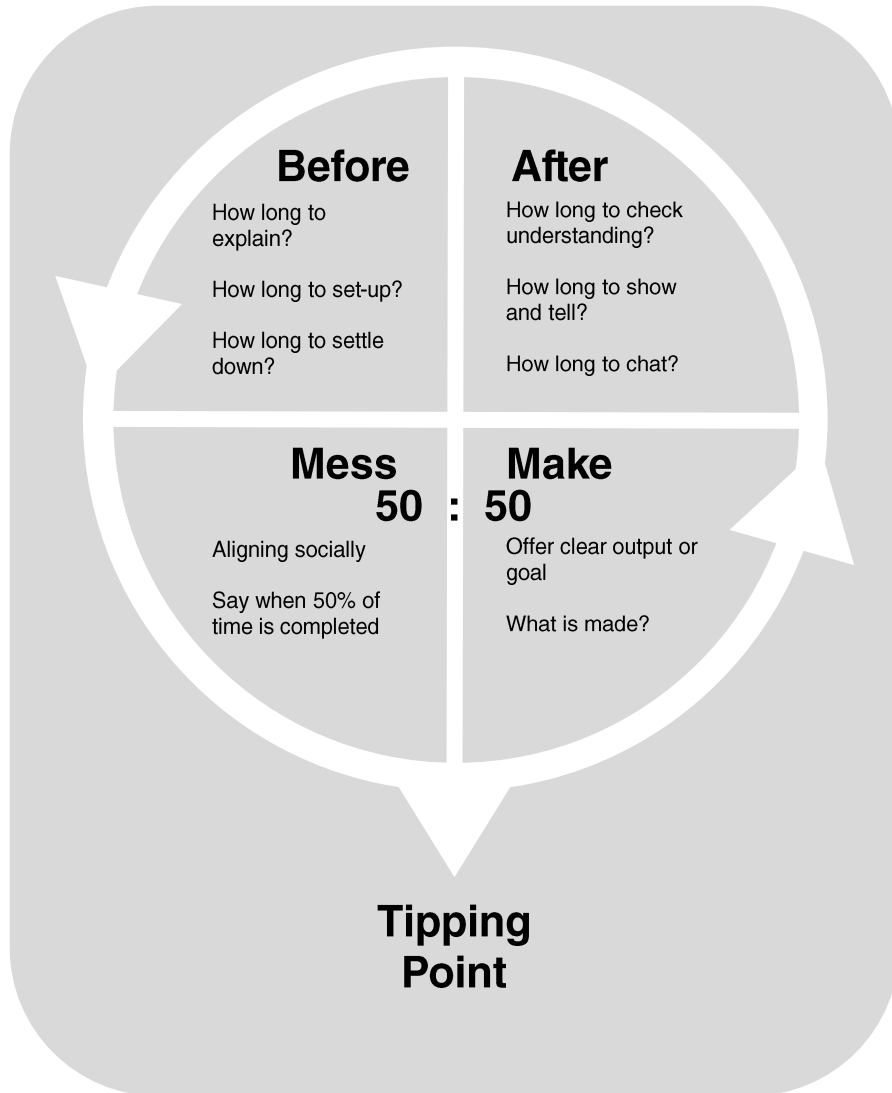


Practically, make
sure you have
enough time to set
up and finish
activities.

Allow time for
‘messaging about’



Practical Time

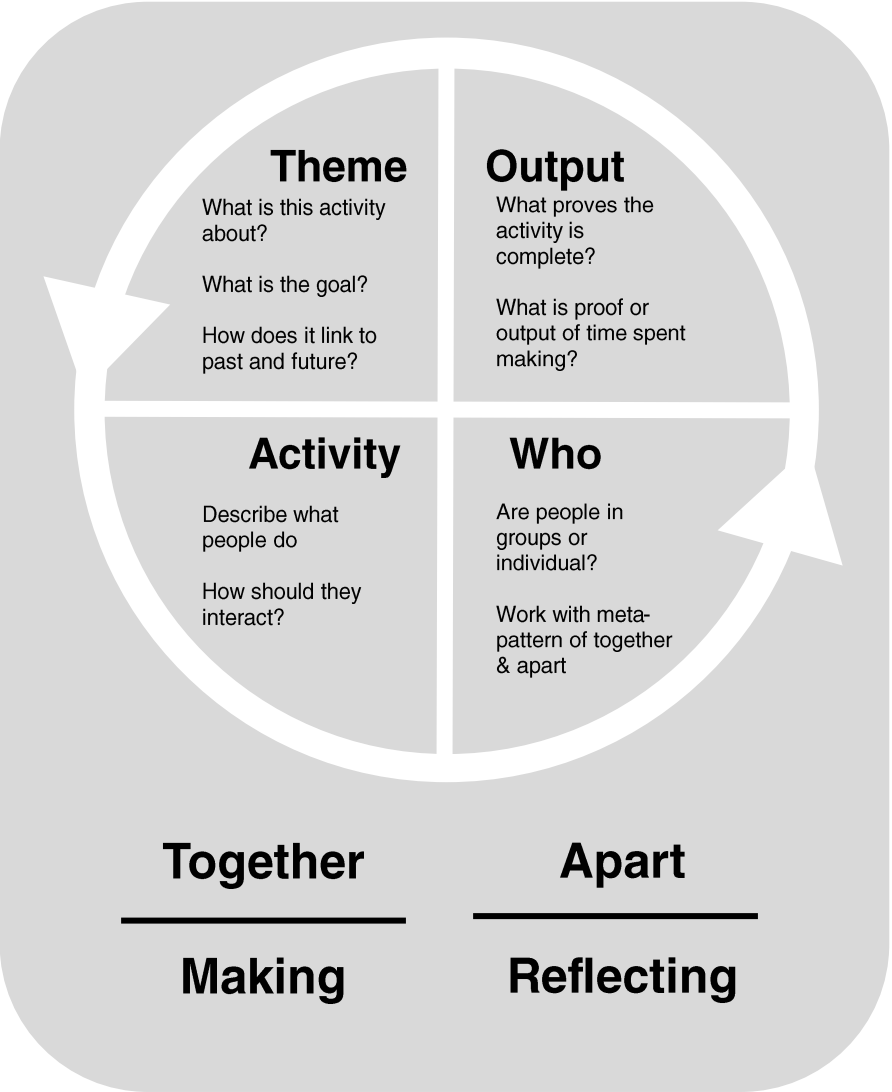


Socially, balance
group and personal
time.

Give participants
space to think, to
talk and to recover



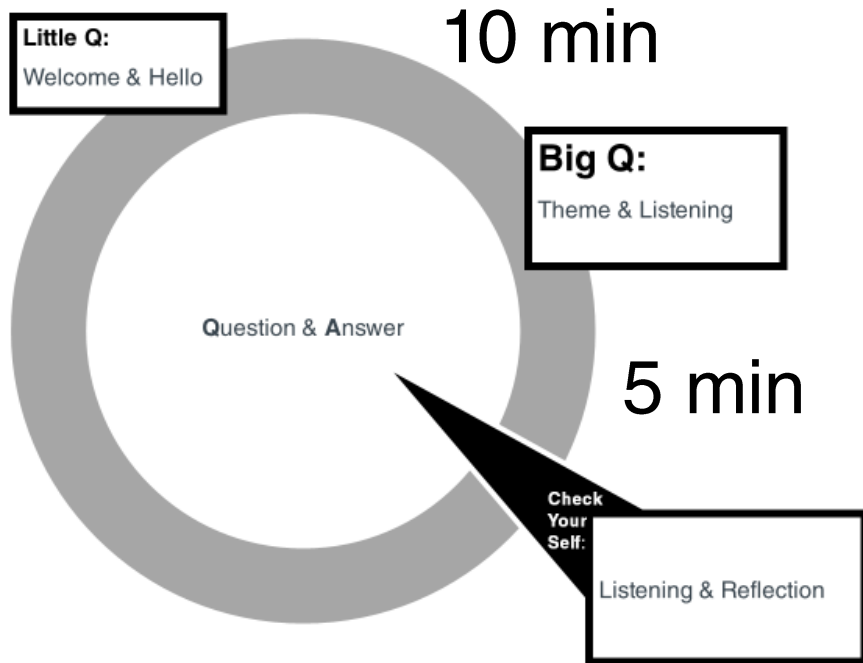
Social Time, Together



Remember to
plan for when **you**
rest and recover!

The **Mess** time is
good opportunity.





Small Q: what activities are you imagining to share your wonder?

Big Q: from a person with experience, how tiring is running a workshop for you?



Architecting Activities



Putting it all together



5 minutes of
Personal
time



Questions
Ideas
Opinions
Complaints



Farewell



Confidence in clarity



Books

- Art of Gathering
- Teaching Walkthrus
- Liberating Structures

