

- OH COMMUNITY WEBINARS -
Experiences with remote (OH) workshops



Presenters: **Steff Deprez**, Voices that Count, **Barbara Klugman**, Barbara Klugman Concepts, **Sarah Haddad**, Dignity Jordan

- April 9th, 3pm CET / UTC +1 -

6 lessons on the 'how' of planning an online training or harvest

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BARBARA KLUGMAN CONCEPTS

The challenges even when people know each other

- Familiarity with the platform
- Bandwith
 - not everyone can use video
 - sound may stop and start
- Hard to 'read' body language
- Tiring to sit facing computer for hours
- Working across time-zones
- Sitting at a desk without being able to move about
- etc. etc. etc.

Six lessons learnt from the online workshops I've done

- ❖ developing a theory of change (WIEGO's Urban Policy Program)
- ❖ Use of outcome harvesting in the MEL system (AWDF)

Lesson 1 – Clear objectives per session & clear time allocations including time zones

DAY 1: 16 March 2020			
5 mins	8 US 9 Br 13 It 14 SA	Welcome and purpose	Mike
10 mins		Orientation to the agenda Discussion of how best to work online	Barbara
30 mins		History of UPP and where we are now Why the need for a UPP theory of change (for its own and WIEGO's purposes)	Sally
5 mins	8.45 US 9.45 Br 13.45 It 14.45 SA	Introduction to next exercise	Barbara

Lesson 2 – in times of stress

* make time for personal debriefs even when people know each other well

* time for intros & ice-breakers if they don't know each other

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Lesson 3 – written instructions for any activity

45 mins	8.45 US 9.45 Br 13.45 It 14.45 SA	Developing a UPP case statement by finishing following sentences <u>UPP Case Statement March 2020</u> 1. The problem we address is 2. The change we contribute towards is... 3. This is why UPP contributes to WIEGO's ability to achieve its objectives 4. This is why UPP contributes towards the efforts of nets & orgs of MBOs..... ➤ Email your responses to each question to Barbara at end of this session	Work alone
1 hour	9.45 US 10.45 Br 14.45 Italy 15.45 SA	Break	

Lesson 4 – Lots of time

- less time in plenary
- offline time for thinking and writing
- work alone and in couples either using break-outs or separate platforms
- have long breaks between sessions
- do not use the whole day, rather run it over more days

Lesson 5 – Written reporting

- Share work done by couples or individuals in writing rather than just reporting verbally
- Either on e-platform or by email they can send in their work
- Everyone can read and think about it before discussing in plenary
- Facilitator can merge people's work into a single document to work with in plenary (unless you use software or googledocs for this)

Lesson 5 – Written reporting

- Share work done by couples or individuals in writing rather than just reporting verbally
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Example during training in OH:

ONLINE:

- ❖ Session on how to draft an outcome statement with participants doing a few

OFFLINE:

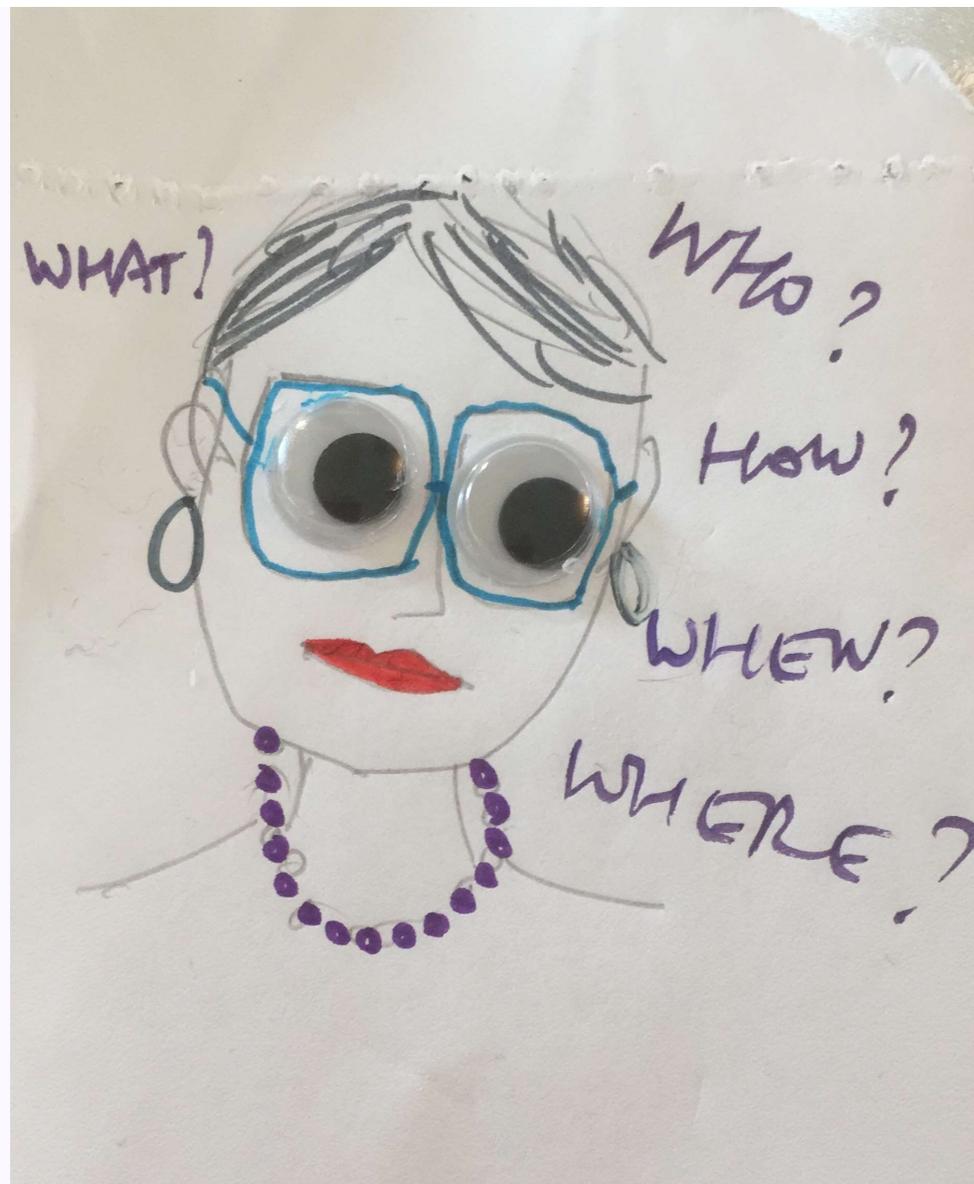
- ❖ people drafted outcomes and sent them to me
- ❖ I commented using track changes and comments boxes on word (OH Step 2 - engage sources)
- ❖ I sent each person's outcomes plus my comments to the group
- ❖ They reviewed my comments

ONLINE:

- ❖ THEN we discussed together in the workshop to draw out lessons learnt

Lesson 6 – magical facilitation

- authenticity
- careful listening
- recognising different comfort levels
 - language
 - personality
 - hierarchy
- humour
- adaptability including shifting agenda....
- while ensuring movement towards objectives &
- achieving these on time



Tons of materials online give great advice (I'll drop into 'chat')

- MURAL: [Facilitating Remote Workshops](#)
- <https://www.lucidmeetings.com> has guides for agendas, facilitation, icebreakers
- [Nancy Settle-Murphy 6 steps to run a productive virtual meeting](#)
- [Jenny Smith and Teresa Sherman Virtual communities of practice: 9 tips to engage participants](#)
- My lessons since COVID-19: [Coping with Covid-19 Theory of Change Workshop Online Gender and Evaluation](#)