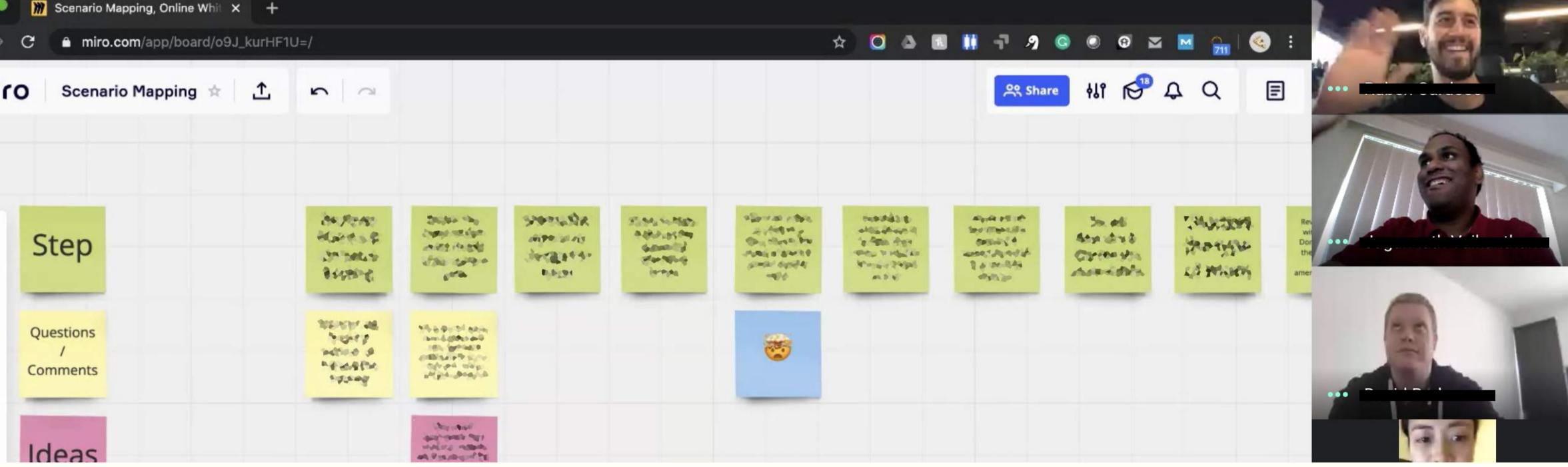
# EW WE RUI Remote Workshops

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## Re-Imagine traditional methods for a completely digital environment



facilitators to broker dialogues between a widening range of stakeholders. Fabric consultants and facilitators collaborated to put together some tips, tricks and tools that we use to run remote workshops.

Everything we know about work is changing, and we need courageous

In a remote setup, the key to a successful workshop includes:

Effective communication & collaboration

- Short, focused sessions
- Documentation
- Icebreakers & Energisers
- Coffee break conversations
- Check for some bonus facilitator tips at the end.

Effective communication



**7-Second rule** - Give everyone a chance to speak, wait

access to is crucial when working remotely.

Real-time communication tools that everyone has

(it takes time to unmute/change windows) Video call by default - We communicate a lot through our body language/gestures. Videoconferencing is

7 seconds before switching to another topic or person

more effective over teleconferencing as a communication channel.

### A simple "Hi" in the beginning and "Thanks, Bye" at the end can make your presence felt.

Fabric tips

**Recommended tools** 

### Zoom

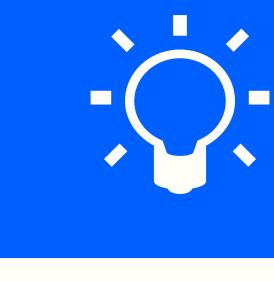
**Google Meet** 

- **Microsoft Teams**

Post-its are still the unbeaten champion to run any

workshop and externalise one's ideas. To achieve the

Effective collaboration



same level of effectiveness, find online tools with the right templates and post-it notes that allow real-time collaboration. Make sure participants have access and privileges to use the chosen tool at least one day before the

For the smooth running of all the planned activities, create/choose the right templates beforehand.

The facilitator should spend 5 mins explaining the

activity and how it will be run virtually on the chosen

workshop.

tool. Do regular check-ins during the workshop.

### An online collaborative whiteboarding platform that enables distributed teams to work

Ideaboardz

**Recommended tool** 

Miro

digital sticky notes to planning and managing agile workflows. Use the following templates/features in Miro User story mapping

effectively together, from brainstorming with

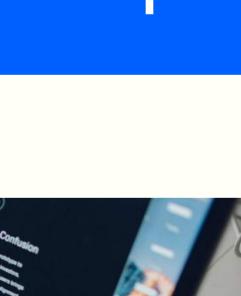
### Mind mapping (to take notes) Voting feature Stickies/Cards (to capture ideas)





## When working remotely, there are a lot of distractions and workshops can be tedious.

Short, focused sessions



session will start. **Appoint a time cop** within the group, who would also bring back the conversation if it's going into a rabbit hole – e.g. *Is this relevant right now?; Are we still on the* 

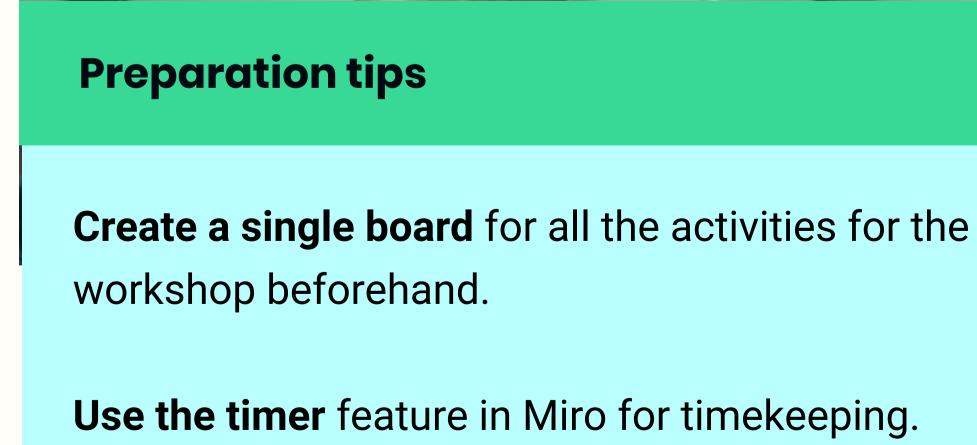
recommended, hence It is vital to take regular breaks

between multiple activities during a workshop. Also,

communicate the break time and when the next

Being seated in one place for long hours isn't

topic?...



Create a parking lot section on the board, for

topics that should be discussed later

## Make sure that the whole workshop is well documented.

Besides real-time note-taking, this can also include

screenshots, as well as an audio/video recording of

the entire session. Documentation should be shared

with everyone after the workshop to ensure they can

revisit discussions and outcomes at any point in time.

Documentation



Icebreakers & Energisers

Icebreakers play a significant role in bringing everyone

together and engaged to participate in a workshop.

Icebreakers/energisers are natural to run in a physical

setup as most of them are a short contact activity.

Many of these have been adapted now for remote

workshops.

before the start of a set of activities.

**Recommended tools** 

**Google Drive** 

Office 365



Always keep these in your back pocket and run them whenever you sense the team's energy going down or

## on your Miro workshop board.

**Ice breakers** 

Two truths and a lie

Take a picture

**Quick questions** 

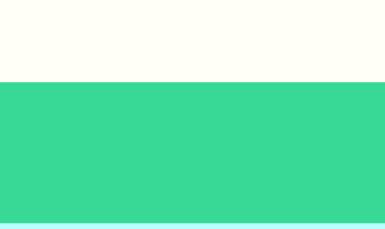


Coffee break conversations

gather feedback on sessions or strategise to pivot if needed.

To bring a similar effect in remote workshops, try and catch up with your co-facilitator to retrospect on the

Trivia



During in-person workshops, Breakouts are essential to Fabric tips

sessions throughout the day. Informally catch up with sponsors to check how they feel the activities are going. Keep an active board open for participants to post any ideas during the breaks.

Keep the meeting/video call on during breaks, just like any workshop rooms are always

available for participants to continue any

Have a timer going to remind everyone to

discussions (work/non-work related).

Keep some of these ice breaker templates ready

restart the workshop.

# Some bonus tips for facilitators

- keep all of them ready
- Test the tools (Hardware and Software) Remote workshops shouldn't be more than 4-5 hrs and take multiple breaks
- Call on people by name Explain each activity clearly Open and close well

Fabric

Retrospect with your team at the end of everyday

## Arrive 10 mins early to the meeting Keep all the templates for the activities in one Miro board and

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