



E-training concept and agenda

"Running participative virtual events
- New skills, methods and concepts"
for public authorities' staff
active in international technical cooperation projects

Trainer: Suzana Lange

Running participative virtual events – New skills, methods and concepts

E-training organised in the framework of the PTB project "Using regional synergies within the countries of the Eastern Partnership in the field of Quality Infrastructure"

Topic and aim of the e-training + exchange of experience

Virtual events are becoming the new normal, they are cheaper, more climate friendly, location independent and require less organisational work. In times of travel restrictions, they even have become a necessity to keep projects and work running.

Engaging and productive virtual events require a good workflow and cooperation between partners. Concurrently, organisers and facilitators of virtual events are facing new challenges.

This e-training enables participants to successfully organise and run virtual events, from informal group meetings to formal e-conferences. They will learn new skills that are needed to enable people to effectively collaborate virtually. Different virtual methods and techniques (shared whiteboard, chats, break-out rooms, energizers, polls, evaluation tools etc.) will be presented and applied in an interactive way. This will be combined with an exchange of experience of Eastern Partnership QI institutions on good practises and lessons learned made in the past months regarding virtual collaboration.

This e-training will not cover basic technical introduction into the tools but explain how to make use of tools for reaching the goal of the virtual event.

Target Group

Target group of the e-training are non-professional facilitators, working in public authorities and involved in international technical cooperation projects.

Preconditions

The e-training will be organised via the video conferencing software Zoom. It is recommended to follow individually via computer screen, to download the Zoom programme and to test cameras and microphones prior to the event.

In parallel, participants will need their mobile phone to use the poll tool *Mentimeter*.

The e-training and the exchange of experience will be held in English with Russian interpretation or vice-versa.



"Running participative virtual events
- New skills, methods and concepts"
for public authorities' staff
active in international technical cooperation projects

Trainer: Suzana Lange

Agenda E-training PTB - Eastern Partnership countries
Thursday 3.12.2020

| Berlin Time | Topic | Learning goal | Speaker |
|-------------|--|---|---------------------------------|
| 07:45 | Dial in | Avoid technical complications | all |
| 08:00 | Exercise: Getting to know the participants | Orientation about participants and their expectations | Suzana Lange all |
| 08:30 | Introduction and Agenda | Agree on terms how to virtually collaborate, learn ways how to welcome and include participants | Suzana Lange |
| 08:45 | EaP QI institutions experiences with virtual meetings | Share good practises and lessons learned | GAC, MEDTU |
| 09:15 | Break (15 minutes) | | |
| 09:30 | QI institutions experiences with virtual meetings | Share good practises and lessons learned | BSCA, MSA |
| 10:00 | Presentation and Q&A: Preparing a virtual meeting | Raise awareness on asynchronous working and share practical tips virtual challenges | |
| 10:40 | Break (30 minutes) | | |
| 11:10 | Presentation and Q&A: Facilitating a virtual meeting | Get acquaint with basic facilitation skills, visualisation tools, communication channels | Suzana Lange |
| 11.50 | Interactive: Identify virtual challenges | Discuss challenges of virtual vs face-to-face meetings | all |
| 12:05 | Group work in 2 language groups: Overcoming virtual challenges in past and future QI institution's event | Experience breakout groups, further discuss past GAC, MEDTU, BSCA, MSA virtual events and think about solutions | 2x2 groups in English + Russian |
| 12:25 | Break (10 minutes) | | |
| 12:35 | Presentation of group work | Present and discuss solutions for virtual challenges | 4 rapporteurs |
| 13:15 | Wrap-up and additional tips for virtual meetings | Develop quality criteria for virtual meetings | Suzana Lange |
| 13:30 | Meeting Evaluation | Learn ways how to get feedback of participants | Suzana Lange all |
| 13:50 | Documentation | Ensure a good follow up | Suzana Lange |
| 14:00 | End of the meeting | | |