



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.



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**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		