

Web-based Session Development Worksheet

Catherine Tornbom – Consensus Workshop for the Virtual Team

Key Steps 4:30 pm PT Moderator set-up 60 minutes prior to start of the session	On-Screen Visual Load slides Set up breakout rooms <ul style="list-style-type: none"> Guidelines (one idea, 3-5 words fit the screen) Boxes Focus Question 	Interaction/Participation Catherine and LaDonna
Transition: at the first participant that joins the workshop		
Key Steps 5:00 pm Participant sign-in 30 minutes prior to the start of the session	On-Screen Visual Welcome Slide for the early birds <ul style="list-style-type: none"> Check your audio first Remind people how to use the mic What are your questions? 	Interaction/Participation Have folks practice the emoticons, using the mic, etc. Request help – need 3 breakout room moderators.
Transition: It is now time to start. Turn on the record function.		
Key Steps Introduction and welcome	On-Screen Visual <ul style="list-style-type: none"> Welcome slide for the session Momentous occasion! For most of us – this is our first time to do an online workshop Agenda Slide <ul style="list-style-type: none"> We will be conducting the workshop to approximate the face-to-face experience as close as possible. We've allocated approximately 2 hours to complete the workshop. Our intent is to do the complete workshop – and we will see how it goes. Focus Question (brief exposure) <i>“How can we easily and efficiently bring ToP trainers up to speed on the use of technology as we move to the online realm?”</i> Introduction Slide 	Interaction/Participation At the O level, I'll have them go one-by-one according to the order they show up on the list. <ul style="list-style-type: none"> O: Say your name, current location, and tell us about a “first time” that stands out in your mind (our lives are filled with first times where we are neophytes, new kid on the block, etc...) R: In your example, what were the sensations you experienced? Focus on your body and/or in your heart (use the raise hand button and go in order) I: What has been the significance in your life from experiencing this “first?” (use the raise hand button and go in order) D: Move into visioning related to the focus question. Back to the focus question.
Transition: Going for a seamless transition from the intro into the vision aspect of the context		

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Key Steps	On-Screen Visual	Interaction/Participation
Context	Slide with the focus question: <i>“How can we easily and efficiently bring ToP trainers up to speed on the use of technology as we move to the online realm?”</i>	<p>ORID: Let’s bring our attention to the Focus Question.</p> <p>O: What one word stands out to you? [Each person type in the word in the chat feature. I may read each word or ask someone to read the list so the words are seen and heard]</p> <p>R: What excites you about this challenge? What worries you about this challenge? [ask for raised hands]</p> <p>I: What does this mean for the ToP Trainers Network? [ask for raised hands]</p> <p>D: [go into the next ORID without comment]</p>
Transition: Move into a seamless transition to the brainstorm		
Key Steps	On-Screen Visual	Interaction/Participation
Brainstorm	<p>Continue with focus question slide</p> <p><i>“How can we easily and efficiently bring ToP trainers up to speed on the use of technology as we move to the online realm?”</i></p>	<p>I’d like you to have your paper and pen nearby, but not in your hand just yet. Please sit back for a moment, take a deep breath, and if you like, close your eyes as I ask you the next few questions.</p> <p>O: Bring back to mind the experience you shared a few minutes ago about a significant “first” in your life.</p> <p>R: Now think of other “firsts” in your life, especially where you were in situations of learning and the impact they had on you.</p> <ul style="list-style-type: none"> • Who was with you? • How did they support you? • What were some of the steps that occurred in having a successful “first” experience. <p>I: Now, I am going to ask you to move from the past into the future. Place yourself 2 years into the future. It is now July 24, 2011. We are reflecting on the incredible success this team has had in bringing the entire ToP Network into using Virtual tools. It was easy and it was efficient.</p> <p>What did we do? How did we do it? What was the most successful effort? What seemed low key, but brought results?</p> <p>D: As the images, words and thoughts come to mind jot them down on your paper. I’d like 6-10 concrete ideas of how our efforts were successful.</p>

Transition: Give them about 5 minutes – ask for a green check mark when they have 6-10 ideas

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<p>Key Points</p> <p>Brainstorm - continued</p>	<p>On-Screen Visual</p> <p>Set the timer for 5 minutes</p> <p>Slide for Brainstorming</p> <ul style="list-style-type: none"> • Catherine will place you in your breakout room • When you arrive, one of you has been assigned to be the moderator for your room • Share your ideas and between the group choose 10 of your ideas • Place them in the ½ sheets provided (the squares). • Guidelines: one idea per card and 3-5 words • Decide which of the 4 cards you want to bring forward to the main room. • You have 12 minutes. The timer will show in your room 	<p>Interaction/Participation</p> <p>For individual brainstorm."Does anyone need more time?" Ask for a green check if you are done.</p> <p>Ask: Any Questions?</p> <p>Give moderator privileges to BO moderators Move people into their rooms</p> <p>Set the timer for 12 minutes</p> <p>At 10 minutes give them a 2 minute warning</p> <p>Ask brainstorm moderators to copy the four cards and past them on the main room when I bring everyone back.</p>
<p>Transition:</p>		
<p>Key Steps</p> <p>Clustering</p>	<p>On-Screen Visual</p> <p>Whiteboard</p> <p>Back to breakout groups for 2nd round</p> <p>Back to the whiteboard</p> <p>Send moderators into breakout rooms</p>	<p>Interaction/Participation</p> <p>I quickly move them into position to view. Any questions of clarification on the cards? Raise your hand. Ask for pairs- use raise hand to respond. Use green check mark to agree, red x to disagree. Only moderator will move slides</p> <p>Choose three cards that are different from the cards on the wall. BO Moderator does a copy/paste and brings them forward. About 2-3 minutes. Moderator clicks on green check mark.</p> <p>Two or three more requests for pairs, using raise hand and a green check or red x to disagree.</p> <p>Go to groupings - same process</p> <p>Send BO moderators back into their rooms to copy/paste the remaining cards. Using the same process, raise hands, green check/red x complete the process</p>

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Transition:		
Key Steps	On-Screen Visual	Interaction/Participation
Naming	Place on whiteboard: <i>We easily and efficiently bring ToP trainers up to speed on the use of technology as we move to the online realm by</i>	<p>I begin by reading the cards on the longest column and refer to the naming statement.</p> <p>Ask participants to spend a moment to write down a suggested name in chat that speaks to the essence of the column and responds to the naming statement. I suggest we focus on verbs.</p> <p>Ask for hands raised for any questions of clarification on what was shared in chat?</p> <p>Does one of the naming suggestions stand out? Any discussion? Ask for raised hand.</p> <p>Ask for a vote of smiling faces or frowning faces. Once there is agreement, Donna will name the column while Catherine continues.</p> <p>Continue with the next column until all columns are named.</p>
Transition: move into resolve without stopping		
Key Points	On-Screen Visual	Interaction/Participation
Resolve	Workshop on Whiteboard	<p>ORID:</p> <p>O: [Ask someone to read the titles for me.]</p> <p>R: As you review the titles, where do feel most optimistic about bring ToP trainers up-to-speed? Where do you find yourself concerned? [ask each person to respond to both questions according to the order of their names on the list – as soon as the first person is done, next in line jump right in. See if I can type it in quickly into chat for folks to see)</p> <p>I: How might these steps make a difference in supporting ToP trainers in using virtual space? [use raise hands]</p> <p>D: What are the next steps for the results of this workshop? [use raise hands]</p>
Transition: If we still have time go to the final conversation		

