Guide to Remote Workshopping

How to run an online workshop



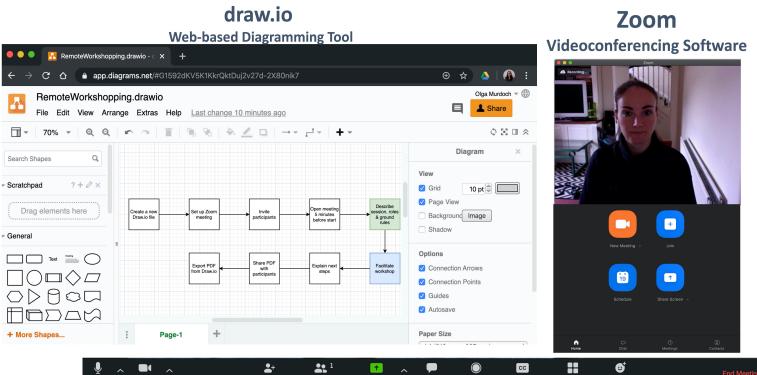
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Remote workshopping

This document takes you through using Zoom and draw.io to run online workshops for process mapping, brain storming, fishbones diagrams

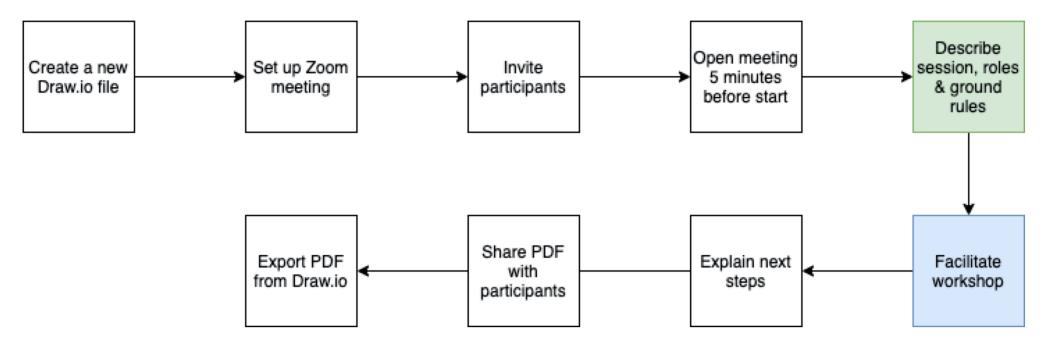
There are lots of different videoconferencing and diagramming tools available. Zoom was chosen since it is the UCD provided solution. Draw.io was chosen as it is freely available and easy to use for a broad range of activities.

- ✓ The remote workshop facilitation process
- ✓ Getting started with draw.io
- ✓ Workshop roles and etiquette
- ✓ Workshop facilitation



The remote workshop facilitation process

- Draw.io provides an alternative to a whiteboard, post-its and markers (go to <u>http://draw.io</u>)
- Zoom lets people come together for in-person discussion
- Clear roles and effective facilitation ensure the outputs are developed by the whole group



Process for running a workshop online

Getting started with draw.io 4. Select 2. Choose where you want to 3. Authorise Access 'Create New Diagram' save diagrams by draw.io Google Drive 1. Navigate to draw.io Save diagrams to: Authorization required Authorize this app in Google Drive: Create New Diagram New Tab Authorize **Open Existing Diagram** C ☆ 🚹 draw.io Remember me Change user: Olga Murdoch 4 Apps 🛅 StuXı Untitled Diagram - diagrams.net - draw.io Google Drive OneDrive Device Change storage ⑦ Help Language 🜐 Show More .. Remember this setting Import: Gliffy, VSSX, VSDX, Lucidchart.. Help Language 🌐 Decide later 6. Select 'No, pick folder...' so you can save your diagram somewhere you will find it later Diagram Name: MyFirstDiagram drawio XML File (.drawio) 🗘 🗇 🔣 RemoteWorkshopping.drawio - 🛛 🗙 🕂 Use root folder? Basic (6) app.diagrams.net/#G1592dKV5K1KkrQktDuj2v27d-2X80nik7 🗔 🕑 🖈 🍐 🕼 🗄 Business (14) No, pick folder... Yes Olga Murdoch 👻 🌐 RemoteWorkshopping.drawio Charts (5) Blank Class Flowchart 🔲 上 Share Arrange Extras Help Last change 16 minutes ago Cloud (41) Diagram Diagram Engineering (3) **-**• ~ | 1 | % % | % ∠ □ | →• ≓• | +• 0∑□≈ 70% Flowcharts (9) Diagram Layout (4) Search Shape Maps (5) View Entity Pick a folder Network (13) Swimlane 2 + @ × Scratchpad 🗹 Grid 10 pt 🗘 🔲 Org Chart Relationship Other (11) Diagram Diagram Page View Software (8) Folders Shared drives Previously selected Google Drive Drag elements here Background Image Tables (4) Shadov UML (8) General Q, Venn (8) Text Text Options Connection Arrows Cancel From Template URL Help Folders 64 6**4** 6**4** Connection Points Guides Autosav Developing Online G. Developing Resourc. Guide to Remote UCD HODAN 5. Give your diagram a name and + More Shapes.. Page-1 Paper Size DUBLIN choose a template/blank diagram Online Yellow Belt T Process Mapping W. UCD School of C 7. Choose the folder you want 8. Create your diagram using the to save your diagram in shapes, text, colours provided

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Remote workshop roles and etiquette

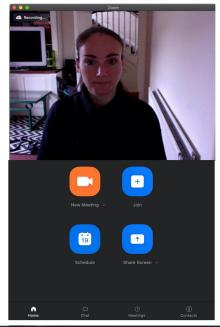
Facilitator:

- This person will be familiar with draw.io. Ideally, this person will not be the core source of knowledge, we want that person to be a participant
- Plan how to manage discussion in advance
 - Participants can interrupt any time? Participants raise hands? Use chat function? Use car park for off topic discussions? Who manages?
- Open the Zoom meeting 5 minutes early for participants to get setup
- Set out expectations of participants at beginning. For example...

Participants:

- Provide insights and constructive inputs based on experience and expertise
- Mute microphones while not speaking
- Everyone should contribute
- No such thing as a bad idea
- Stay on topic 07 April 2020

Zoom Videoconferencing Software



Facilitation of the remote workshop

What's different online?

• The workshop approach is adapted so the facilitator is the only person adding content to the whiteboard (see the <u>this guide</u> for an example of how to run a process mapping workshop)

How to facilitate online

- The facilitator shares their browser which is displaying the draw.io app
- The facilitator poses questions to participants
- The facilitator uses the shapes, text, arrows, colours, etc within draw.io to illustrate the contributions from participa discussion
- The facilitator asks clarifying questions throughout to ensure that the outputs are an accurate representation of the discussion
- When the workshop is finished, the facilitator exports the outputs an image or PDF file to share with participants.

