

Guide to Remote Workshopping

How to run an online workshop



UCD Agile
UCD Inniúil

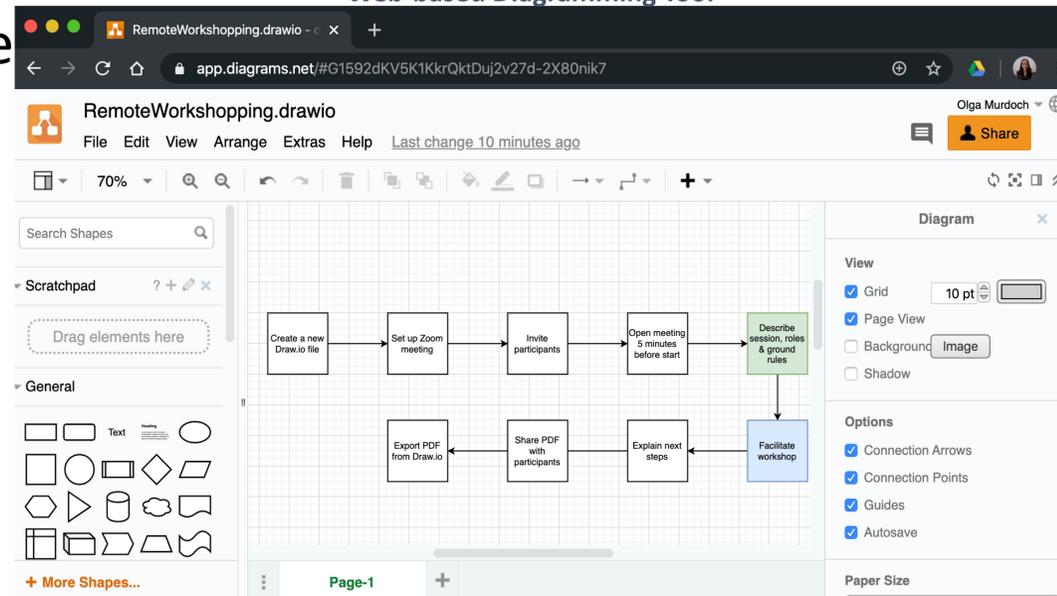
Remote workshopping

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

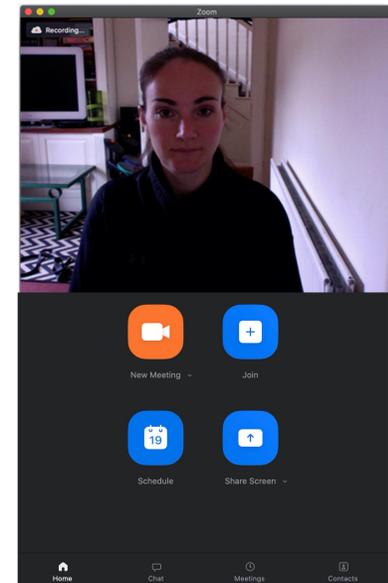
There are lots of different videoconferencing and diagramming tools available. Zoom was chosen since it is the UCD provided solution. Draw.io was chosen as it is freely available and easy to use for a broad range of activities.

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

draw.io
Web-based Diagramming Tool



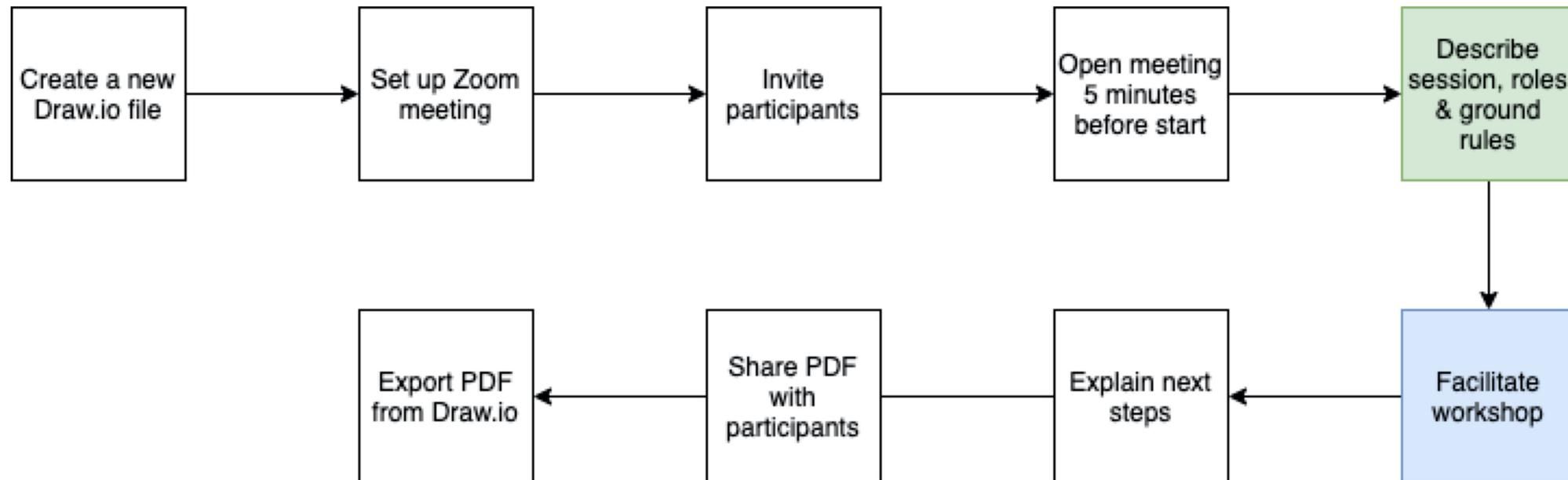
Zoom
Videoconferencing Software



The remote workshop facilitation process

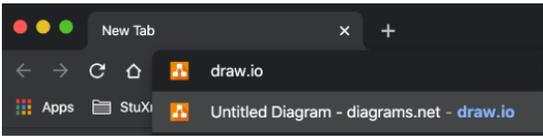
- Draw.io provides an alternative to a whiteboard, post-its and markers (go to <http://draw.io>)
- Zoom lets people come together for in-person discussion
- Clear roles and effective facilitation ensure the outputs are developed by the whole group

Process for running a workshop online

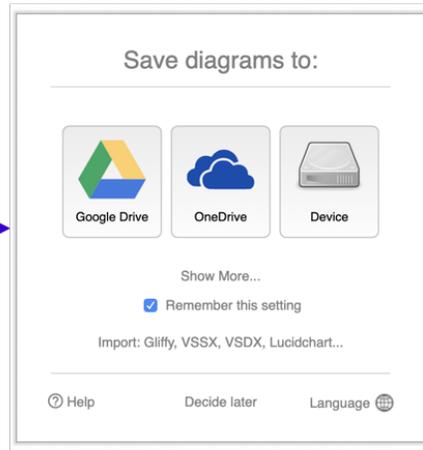


Getting started with draw.io

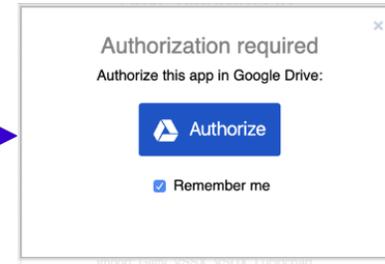
1. Navigate to draw.io



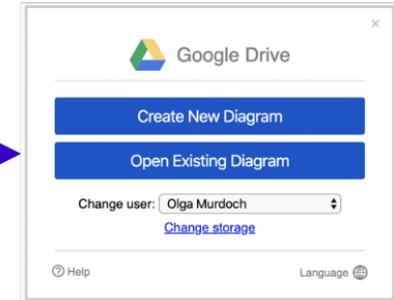
2. Choose where you want to save diagrams



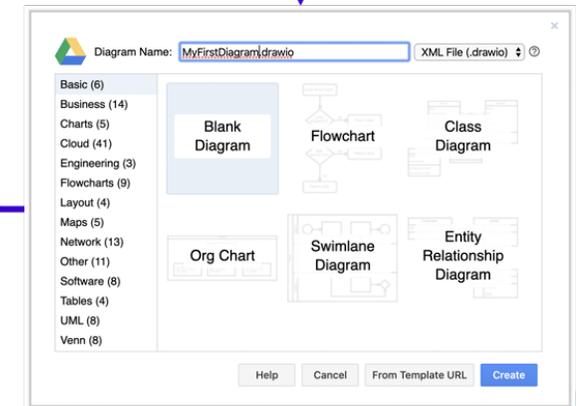
3. Authorise Access by draw.io



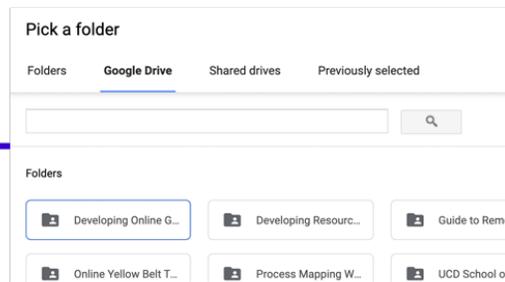
4. Select 'Create New Diagram'



6. Select 'No, pick folder...' so you can save your diagram somewhere you will find it later

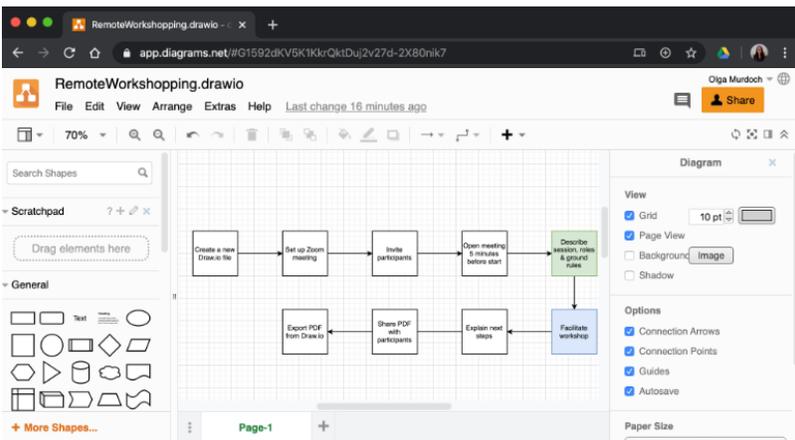


5. Give your diagram a name and choose a template/blank diagram



7. Choose the folder you want to save your diagram in

8. Create your diagram using the shapes, text, colours provided



07 April 2020



Remote workshop roles and etiquette

Facilitator:

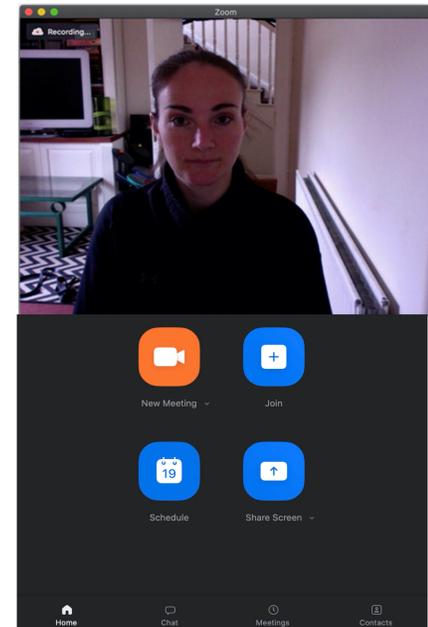
- This person will be familiar with draw.io. Ideally, this person will not be the core source of knowledge, we want that person to be a participant
- Plan how to manage discussion in advance
 - Participants can interrupt any time? Participants raise hands? Use chat function? Use car park for off topic 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 [this guide](#) 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 participant 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 as an image or PDF file to share with participants.

