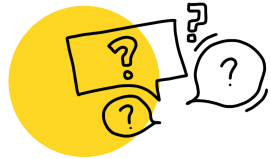


Leading remote workshops



Before



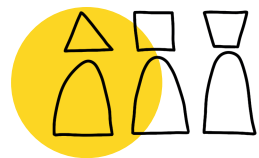
1. Define the purpose

- Why do you need to run a remote co-creation session?
- What are your objectives?
- How will you design the flow to achieve your goals?



2. Make the most of your time

- A common mistake: invite everyone
- Reduce the number of objectives
- Familiarize participants with the tools
- Add more breaks
- Break up long sessions into smaller ones



3. Define roles

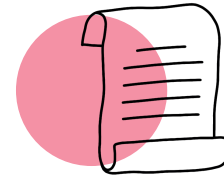
- The content owner
- The facilitator
- The note-taker
- The IT supporter



4. Over-plan

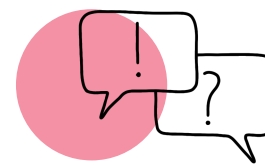
- Test the tools and dynamics
- Plan activities and alternatives

During



1. Radical transparency

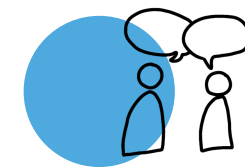
- State expectations and ground rules
- Keep the instructions visible
- Be explicit with timing
- Actively ask for participation



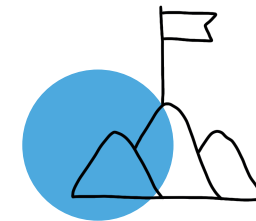
2. Define the collaboration method

- Real-time visual note taking
- Collaborative physical content generation
- Collaborative digital content generation

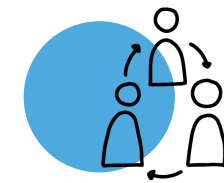
After



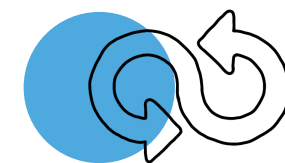
1. Ask for feedback



2. Activate the next touchpoint after the session



3. Debrief with your team



4. Iterate for the next time