

A stylized, watercolor-like graphic of a flame or fire, rendered in shades of orange, yellow, and red, positioned on the left side of the slide.

# Online Workshop on Online Workshops

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# Agenda

- Basic Workshop Recipe
- Planning Workshops
- Running Workshops (Three Roles)
  - Technology
  - Content Delivery
  - Hosting
- Other Types of Online Get Togethers
- Resources!



# Basic Workshop/Online Meeting Recipe

- Zoom Room with breakouts enabled
- [Shared Google doc agenda](#) (or other shared doc) with info about meeting.
- Sign in and intro question
- Code of Conduct Review
- Opening activity (often written)
- Short lecture/ Content with Q&A at end.
- Breakout rooms and share out
- Takeaways, future direction and request for feedback.



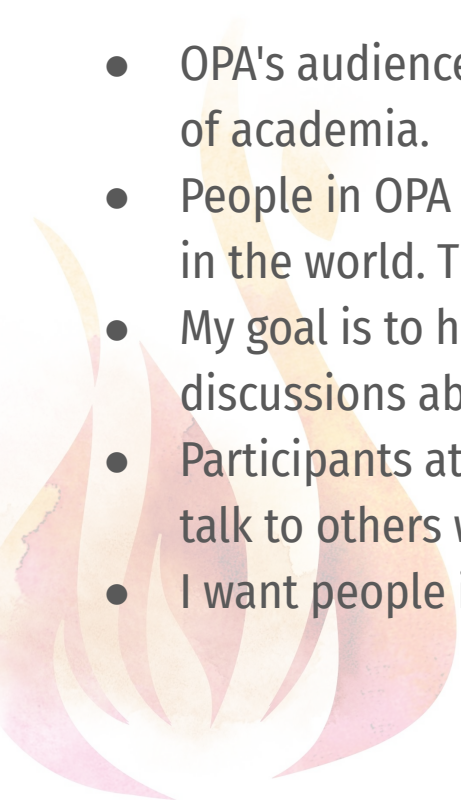
# Planning: Start with Empathy

- Who is your audience?
- Tell me about them.
- What are your goals for the participants?
- What are the participant's goals for attending the workshop?
- What experience do you want them to walk away with?



# Planning: Open Post Academics

- OPA's audience is people with advanced degrees who are considering work outside of academia.
- People in OPA are experts in their field who are very smart, thoughtful and engaged in the world. They have incredible skills, knowledge and resources to offer to others.
- My goal is to help them see their skills, to network and to have authentic discussions about what it means to leave the academy.
- Participants attend OPA workshops because they want to figure out next steps and talk to others who understand them.
- I want people in the workshops to leave encouraged and empowered.

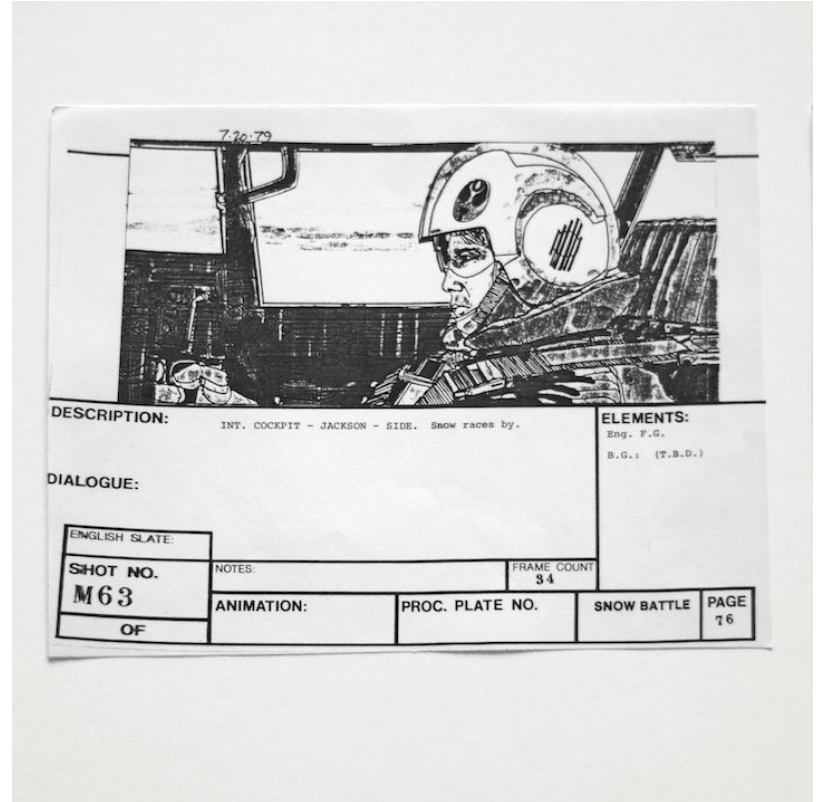


# Planning: Set Goals for the Workshop

Work backwards from your goals.

Goals require different activities:

- *Connection between attendees.*
- *Share information/ content.*
- *Brainstorm ways to do this work/think about these topics.*
- *Share resources*
- *Apply concepts to life*



# Planning: Logistics

- Who are you inviting? How will they know about this workshop?
- How many people will attend?
- What time of day is this going to be offered?
- What technology will you be using?
- How will folks get links/information that need?
- Will there be follow up?



# Running Workshops: Three Roles

## 1) Technology

Troubleshoots technical issues, shares screen for slides, sets up breakout rooms, gives relevant info in the chat window.

## 2) Content

Delivers content, answers questions and helps folks understand material.

## 3) Hosting

Welcomes folks, introduces speakers, facilitates discussions, keeps the workshop on time.



# Running Workshops: Technology

It helps to have someone focused directly on tech if you can.

- **Mute early, mute often.** Do not hesitate to mute people.
- Practice ahead of time.
- Things will go wrong. Remain calm.
- Forgive yourself. Forgive others.
- Difficulty connecting is an access/equity issue.
  - Patience is a way of encouraging all voices. It's a social justice issue.



# Running Workshops: Content

- Adult attention spans are approximately 20 minutes.
  - When in doubt, add interaction.
  - Questions = engagement.
- Use what folks already know and can do.
  - You don't have to have all the information. If you're not sure, ask folks to give their best guess.
- How much time should the breakout be?
  - Divide by # people in each room
  - Can you answer the question in that time period?
  - How much discussion do you want?
- Less Content is More
  - I need to work on this...



# Running Workshops: Hosting

- Welcome people.
- Genuine curiosity is one of the most effective tools you have in hosting.
  - It is what encourages folks to speak up.
  - When someone speaks, give them your attention.
  - Host can speak out loud what is written in shared agenda to invite folks who can't unmute.
- Working with folks who talk too much.
  - Gentle interruption, redirection and timekeeping
- Look for and encourage visual cues
  - Thumbs up/down
  - Body language, wanting to speak, unmuting
- Campfire circle as a metaphor




# Other Types of Online Get Togethers



- Virtual Social Hours/Happy Hours
- Information Exchange
- Demos
- Community Calls
- Plenary Lectures
- Panel Discussions
- Virtual Co-working/writing groups
- Virtual Office Hours
- Sprints

[\\*more on these types of workshops here](#)

# More Ideas!

- 
- Take seriously the power dynamics in meetings and work towards inclusion. [This resource is incredibly valuable](#) on that topic.
  - Use the chat window to cue who wants to speak next.
    - Use a word like "STACK" to indicate that you want to speak.
  - Chat waterfall
    - Encouraging one or two word statements in the chat to describe how they're feeling, words of gratitude etc. Particularly effective in large groups.
  - Virtual Social Hour/Switchboard Operator idea -
    - I'm going to try this for my birthday party
    - Avoid the too many people in one single room with no one muting.
  - What else???

# There are a lot of Open Resources on Online Meetings:

**moz://a**

Mozilla Open Leaders

Open Leaders X



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# What questions or comments do you have?

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