

Developing collaborative working methods - ENG

3 jours - 14,00 heures

Programme de formation

Objectifs pédagogiques

Pedagogical objectives

- Understanding the challenges of collaborative working: what is it for?
- Identifying when to offer this working method and when not to.
- Adopting an approach that opens the way to genuine collaboration
- Involving team members in collective development
- Applying 'Collective Intelligence' methods
- Leading virtual meetings and enhancing the experience using digital tools.

Compétences visées

- Selecting situations where collective intelligence is needed
- Practising methods for listening to each other in a group
- Applying interactive methods for collective output
- Building and structuring a collaborative workshop according to objectives

Description / Contenu

Description / Content

In advance :

- Quiz on collaboration
- Collaborative whiteboard tutorial

Stage 1: Switching to collaborative working

- Differences between cooperation / participation / collaboration
- What are the biases and dangers of group work?
- When should collaborative working be used?

Stacey Matrix Collaborative workshop / Double round table without comments;

Stage 2: Facilitating group work

- The collaborative approach - the importance of listening to each other
- The roles in a collective intelligence workshop
- The role of the facilitator
- The four basic methods Heard Seen Respected workshop,

Peer coaching, Method 124 All;

Stage 3: Building trust within the group

- Developing a culture of trust
- Appreciative approaches
- Improving collaboration within my team

STAR Generation Workshop;

Stage 4: Preparing and structuring workshops

- The 3 phases of a collaborative workshop
- Choosing the appropriate method
- What questions should you ask when preparing a collaborative session?

Summary of what has been learnt during the day





Modalités pédagogiques

Educational format

On site : 2 days

Remote : 4 x 3,5 hours workshops via Teams, GoogleMeet, Zoom...

Blended in 3 steps: 2 virtual classes of 3h30 + 1 day in person

Moyens et supports pédagogiques

Educational resources and supports

- Slide show PPT
- Pedagogical Support
- Digital Tools (Mentimeter, Jamboard ...)

Modalités d'évaluation et de suivi

Evaluation and monitoring methods

- Self-positioning by participants on a digital platform shared with the trainer (at the beginning and end of the course)
- Assessment by the trainer at the end of the course
- On-the-spot assessment immediately after the course
- REX - One-hour practice-sharing workshops one or two months after the initial training course
- Post-training assessment one or two months after the course
- Performance questionnaire sent to the customer three months after the course

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