

Development Toolkits: Facilitator Guide

A practical guide to planning and running workshops using development toolkits.

What is it?

This guide is designed to support staff to run short, effective workshops using the tasks and resources available in the development toolkits.

Who is it for?

Managers, team leaders and staff who have identified a development area or skills gap and want to use the toolkits to stimulate discussion and identify actions.

How can it be used?

The guide sets out a suggested format for a 60 minute workshop. It includes things to think about before the workshop and questions to support group discussion and action planning.

Staff may also find the guide helpful when using the toolkits for self-development.

Before the workshop:

- Familiarise yourself with the content of the development toolkits and select the one where the tasks and resources best match the development area you have identified.
- Select the tasks/resources that will be used in the session (some of the more in-depth e-learning and online courses will be more suitable for self-development or will need to be completed prior to attending the workshop).
- Book a suitable room and invite your team/colleagues to the session explaining what the workshop will be covering and why.
- Ensure attendees will be able to access the toolkits during the workshop.

See **Appendix 1** for further guidance around planning the workshop.

Suggested format:

| Timings (60 mins) | Activity | Resources |
|-------------------|--|--------------------------|
| 5 mins | Welcome and introduction Including why topic was chosen and what you're hoping people take away from the workshop. A short overview of the tasks/resources that you have selected. | Facilitator |
| 15 mins | Attendees select and read/watch/complete task or resource that most appeals to them Some of the tasks require more time to complete but encourage the attendee to make a start and get as far as they can. | Laptops/printouts |

| | | |
|-----------------------|---|--|
| <p>20 mins</p> | <p>Attendees discuss the resources or work to complete the tasks in groups</p> <p>Put the attendees into groups based on the resource/task that they selected.</p> <p>Ask them to discuss the following questions and be prepared to feedback to the group:</p> <ul style="list-style-type: none"> - <i>What were your key takeaways?</i> - <i>What resonated with you the most?</i> - <i>How can you put insights into practice?</i> | <p>Flipcharts/paper pens</p> |
| <p>15 mins</p> | <p>Each task group feeds back to the wider group with their key takeaways and what could be put into practice.</p> <p>Invite other groups to ask questions and encourage attendees to link their thinking back to the workplace.</p> | |
| <p>5 mins</p> | <p>Personal reflection and commitment to action</p> <p>Attendees encouraged to reflect on the discussions and commit to at least one action after the session.</p> <p>Questions to aid reflection:</p> <ul style="list-style-type: none"> - <i>What one thing will you do differently when you get back to the office?</i> - <i>What other resource(s) do you want to find out more about? When will you work on them?</i> - <i>How and when will you put into practice what you have learned?</i> <p>Attendees to jot down their commitment on postcard or post it note to take back to their desk as a reminder.</p> <p>Attendees are invited to share with their actions with the wider group.</p> | <p>Postcards Post it notes</p> |

Follow up:

Wherever possible bring the group back together 4-6 weeks later (this could be as part of a regular team meeting or set up as a specific short meeting).

Ask all attendees to look back on their commitment and discuss how they have (or haven't!) met that commitment.

If they have met the commitment:

What are you going to do next? (E.g. more development, other opportunities to practice, sharing with others in the team).

If they haven't met the commitment:

What has prevented you from meeting your commitment? What can you realistically commit to now?

If applicable, schedule another development toolkit workshop.

If you would like some support using this guide to develop a workshop for your team please contact learninganddevelopment@ed.ac.uk

Appendix 1: Preparing for the workshop

Identify the topic(s) that you want to explore

- Questions to think about:
 - What do we want to get out of the session?
 - What will be different as a result of us getting together?
 - What development have the team requested?
 - What skills gaps have been identified?
 - What development will help us be a more effective team?

Put a time in the diary & book a room

- Things to think about
 - When is a good time to run the workshop? (Part of an away day/team meeting?)
 - How are you going to access the tasks/resources on the day? Can people bring laptops with them? Can you download the tasks and bring them along?
 - How are you going to invite the team? What should you include in your invite to maximise engagement on the day and make it feel worthwhile? Are there any special requirements that you need to consider?

Choose the toolkits and tasks that you want to work on (each toolkit has between 6-8 resources)

- Things to think about
 - Some of the resources are ready made tasks that you can use on the day (you may need to change the timings to fit them into the session)
 - Animated videos, podcasts and articles/how to guides – once you've watched them think about the questions that you would like the group to discuss – e.g.
 - What are your key takeaways?
 - How can relate the resource to your work/the team/the university?
 - Is there anything new to you?
 - Which tasks/resources do you think will work best? How many do you want to select?
 - Who will look at which resource? Will it be voluntary or allocated?
 - How will they feed back to the wider group? Flipcharts? Nominated spokesperson?
 - What actions do you want people to make as a result of discussing the tasks/resources?

A large empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to write down their selections or notes based on the prompts above.