Collaboration and Engagement in the
VIRTUAL SPACE

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4 Key Toolsets

For the past months, all of us were working in a hybrid mode between face to face and digital presence. We have experimented, tried, and worked with many tools and methods from the very practical Menti to the fancy Miro and Orchidea, from virtual idea generation processes to virtual icebreakers, creativity boosting methods, and innovation marathons.

We have run leadership development programs, supported the development of teams, and facilitated large group events – all virtually.

Today it is clear what can be transferred in our virtual interactions and when a physical meeting or workshop is a must. We also know what are the extra factors, which makes virtual settings work.

With this program, we are sharing with you the best of the tools which we believe will help you in your virtual collaboration.

Besides the tools, we are also proud to share our experience to enable you for an even more successful virtual collaboration.

In 2021 we continue to use the tools and methods which make out interactions fruitful in the virtual space.

Tips and tricks for virtual collaboration
A general toolkit to master interaction in a virtual context

Large group workshops & virtual townhalls
Tools to mobilize, engage, and commit larger groups or the entire organization/team

Team development virtually
Tools and methods to sustain teams performing, up to date with information, connected and empowered

Tailored development processes
Tools and methods for longer development processes and work with participants' own cases

Fundamentals

For HR business partners, internal consultants, project managers and leaders at all levels	Choose 1, 2, 3 or 4 modules	Maximum 14 Participants per module (except Module 2)	Modules are 3.5 hours long (incl. breaks and reflection time)

Price of one module	EUR 190,-	RON 490,-	CZK 2.600,-	HUF 39.000,-	NOK 1.900,-
Price of entire course	EUR 660,-	RON 1.600,-	CZK 9.000,-	HUF 130.000,-	NOK 6.900,-
Platform	ZOOM
Dates	11.02.	18.02.	25.02.	11.03 13:30-17:00 CET
Contact, inquiries and enrollment	Katharina Wagner, Marketing katharina.wagner@integratedconsulting.at

The program

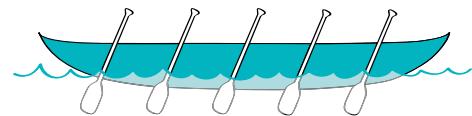## Module 1 — Tips and tricks for virtual collaboration
Thursday | 11.02.2021 | 13:30 – 17:00 CET

This module is tailored to help successfully transfer meetings and workshops to the virtual space. While guiding through the phases of a workshop, we will provide an overview of facilitation tools and methods, including hands-on exercises and energizers. We will show different elements for virtual interaction that can help to lead the group through a structured process and at the same time to keep up the energy level.

Brief content
- Tools for preparing and facilitating virtual meetings and workshops
- Elements of interaction in each phase of a workshop (Check-in & warm-up, connect to the topic, knowledge transfer, brainstorming, managing to do's, check-out)

The workshop canoe

Interactivity during sessions:
Breakout Sessions, Questions, Digital Whiteboard, Shared Documents

Module 2 — Large group workshops & virtual townhalls
Thursday | 18.02.2021 | 13:30 – 17:00 CET

In this session, we will explore how to engage with large groups in a virtual setting. Focus is put on how to lead a larger group or team into new initiatives and directions. We will explore possibilities for idea generation, large-group contribution as well as how to raise the commitment of a larger team in the virtual space. Our goal: no more muted participants having their cameras turned-off in large group meetings!

Brief content
- Preparing for a large group event
- How to manage breakout sessions for large groups and collaborate with co-facilititators
- Create suitable impulses and ways to make them tangible for groups in a virtual setting
- Interactive tools to suit a variety of large group set-ups

40 people in a call… what now?

Module 3 — Teaming & team development virtually
Thursday | 25.02.2021 | 13:30 – 17:00 CET

In this module, we focus on supporting teams adapting their teamwork to virtual environments. We will explore how to stay connected to your team, track deliverables, and create a transparent and appreciative virtual space for you and your team.

Brief content
- Team building with virtual exercises
- Working in an Agile way: tips and tricks for virtual stand-ups & working with a virtual Kanban board
- Virtual retrospectives to increase the performance of teams

Virtual Team Building

Analysis of the current situation and development opportunities within the team– Mentimeter and other tools

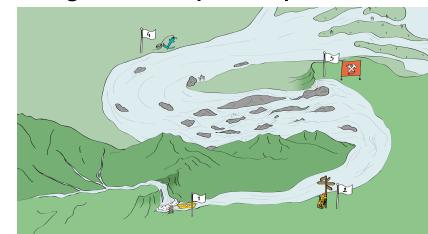## Module 4 — Tailored long term development processes
Thursday | 11.03.2021 | 13:30 – 17:00 CET

In this module, we will explore how to set up and deliver/facilitate in an energetic way longer (organizational) development process. We will also provide tailored support for 1-2 chosen participant case.

Brief content
- Longer development processes: from initiation to sustainable delivery
- Best practices for running virtual development programs
- Case supervision based on participant cases
- ICG cases

Longer development processes

Designing a longer process and a change roadmap with various interventions to choose depending on the planned steps and achieved results,

Facilitators

We will deliver the modules with a team of international consultants, delivering the sessions form different locations.

Christina Duller — Graz

Maria Cenusa — Bucharest

Milan Gazdik — Prague

Julia Rösner — Vienna

Tímea Ágota Rózsa — Budapest

Marit Ubachs — Amsterdam

Tarja Maaria — Helsinki

Pertti Helminen — Tampere

Marianne Kjoraas — Oslo

András Karácsonyi — Budapest