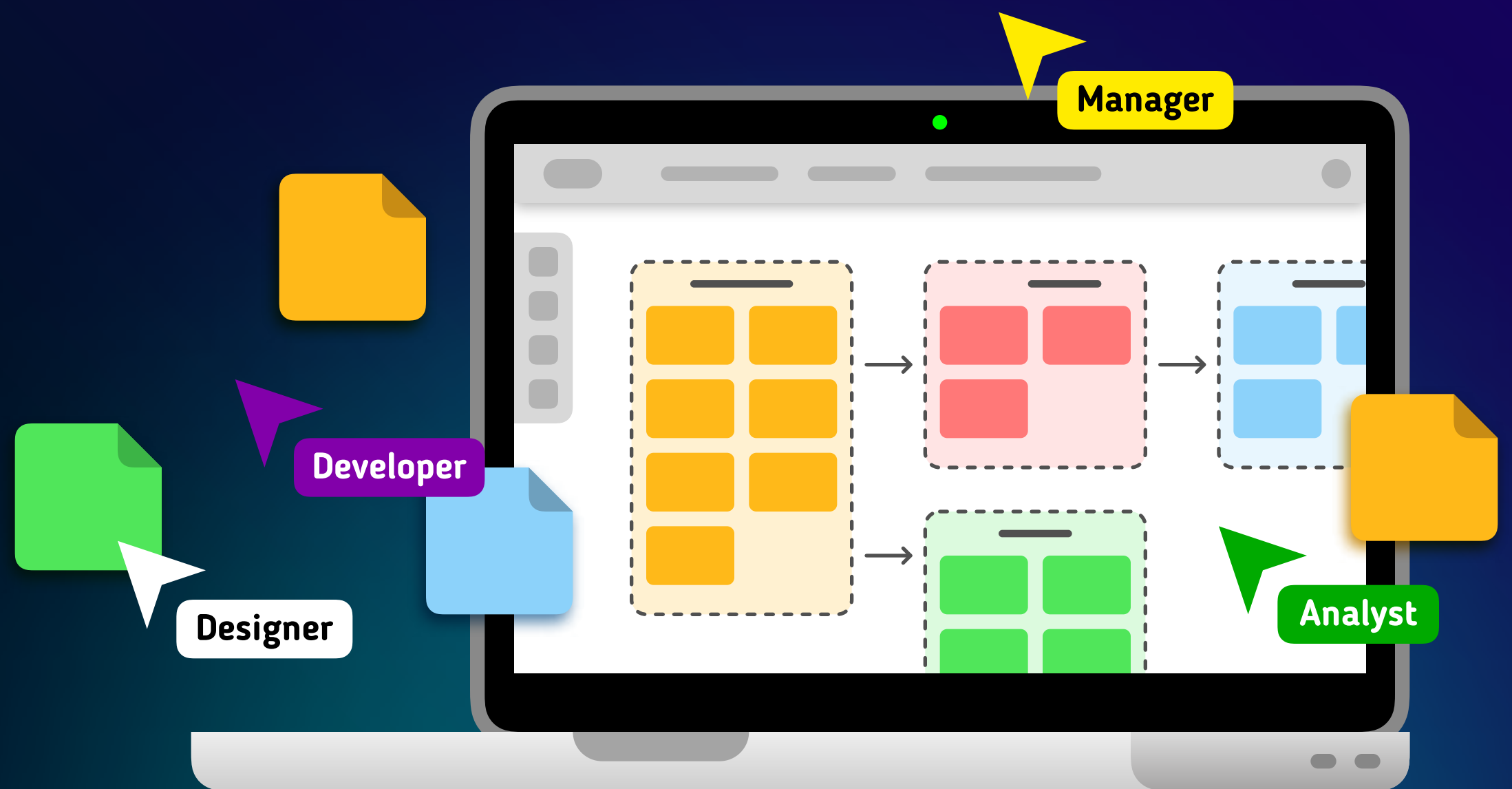
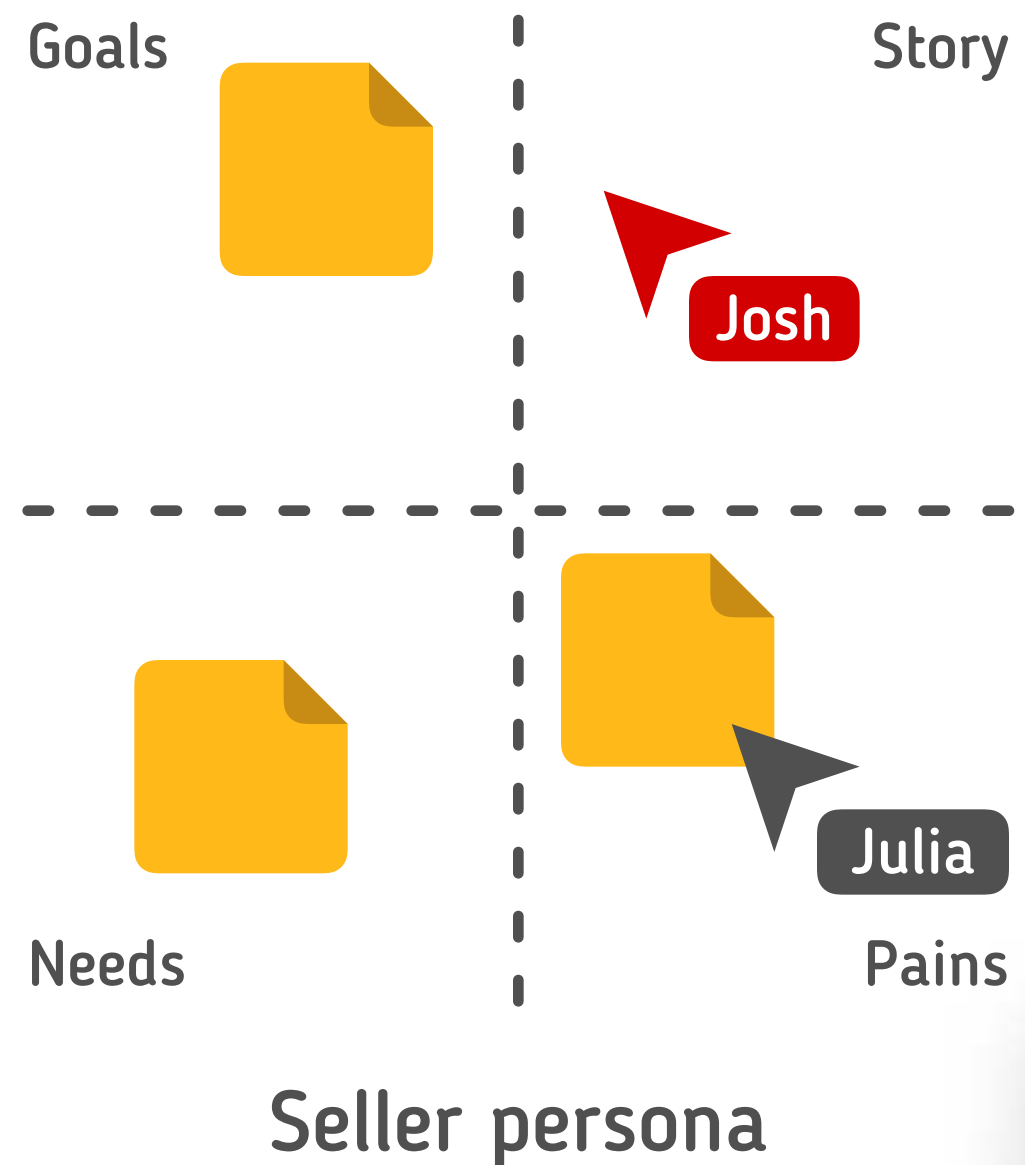
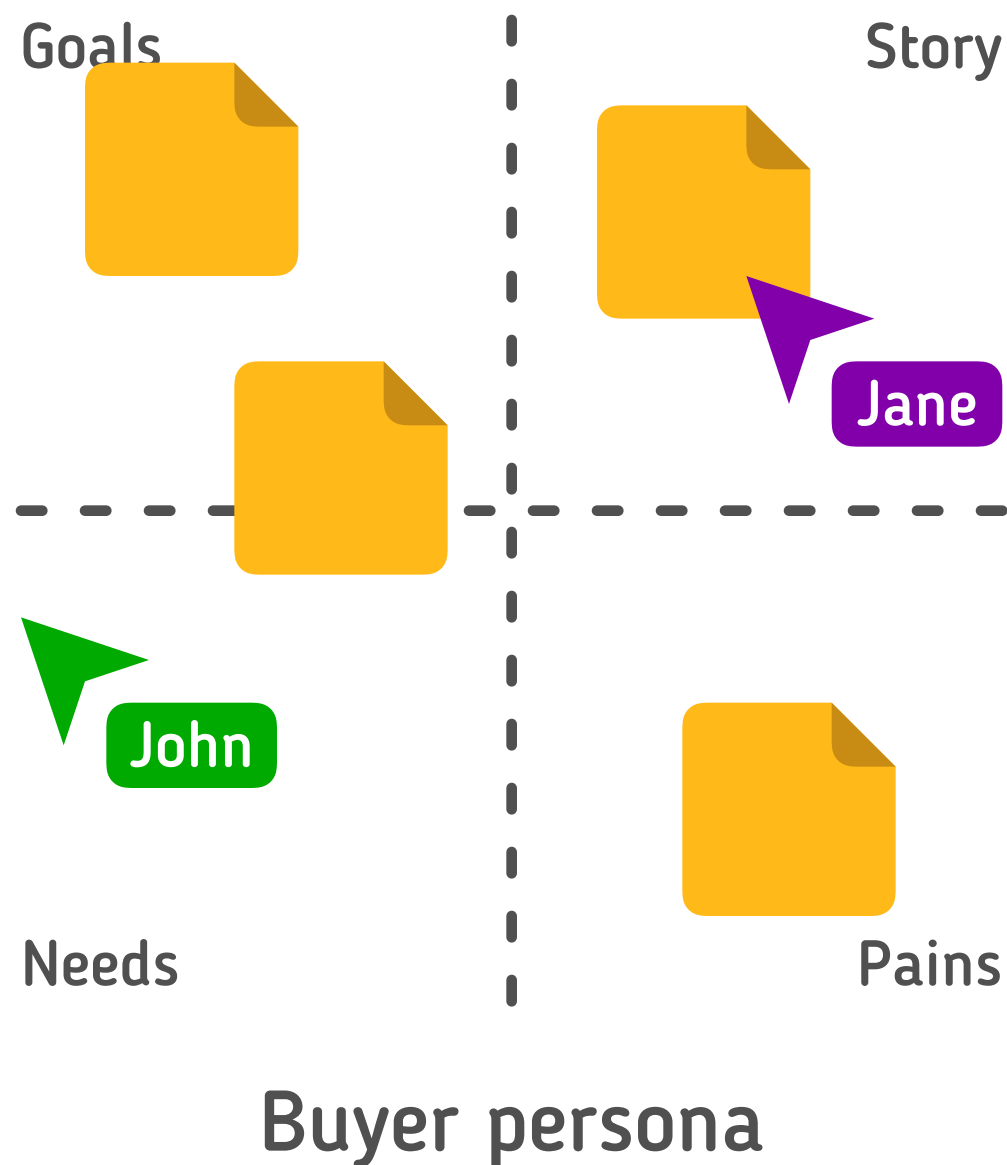


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5 handy tips for smoother workshops

ONLINE



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Divide and conquer

1

It's always hard to facilitate a team of stakeholders with different opinions, and online, it gets way harder.

Split the team into workgroups of 2 or 3 people and assign independent tasks. After the exercise, do a 10-minute cross-review with the whole team and fill in the gaps. As a result, you'll get more valuable content and less arguing.

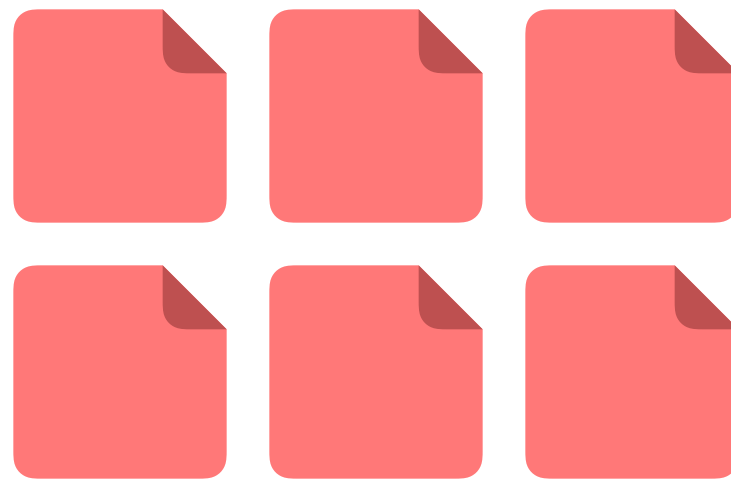
Please fill in as many cards with corresponding information as you can.
Feel free to add new cards if needed (the “plus” icon in the menu).

Goals



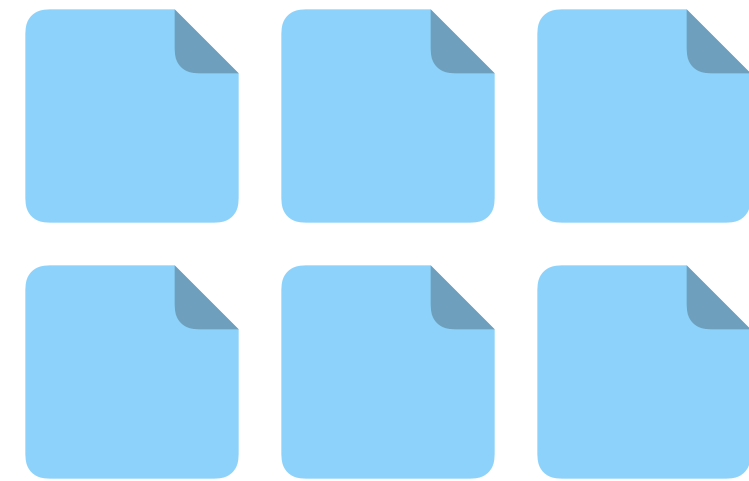
Something a persona tries to achieve, ultimate goals of their work

Pain points



Pains are things that don't allow a persona to achieve the goals or that make this process less efficient

Needs and wants



These are things that enable achieving the goals and make this process more efficient and pleasant

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Prepare templates

2

Participants new to online workshops might not understand what information and in which format they are supposed to type on digital post-its.

It can be helpful to pre-format empty post-its for team members to fill in. You can also add examples of effective post-its and explanations so that people know what to do in the workshop.

Please try the following actions to get acquainted with the tool.

1. Add text to the card below



2. Try editing the text here

3. Move me into the board

5. Rename this board

Untitled board

4. Move me out of the board

7. Delete this card

6. Move this card to another board

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Allow to play with the tool

3

Your team might understand the overall workshopping experience, but it doesn't guarantee that they are familiar with the collaboration tool you are going to use.

Create a test file or multiple files with dummy data and invite participants to play around with it a week before the workshop. As a result, you'll save a lot of time on introductory explanations.

Group of needs 1

Group of needs 2

Group of needs 3

Group the cards and name the groups accordingly



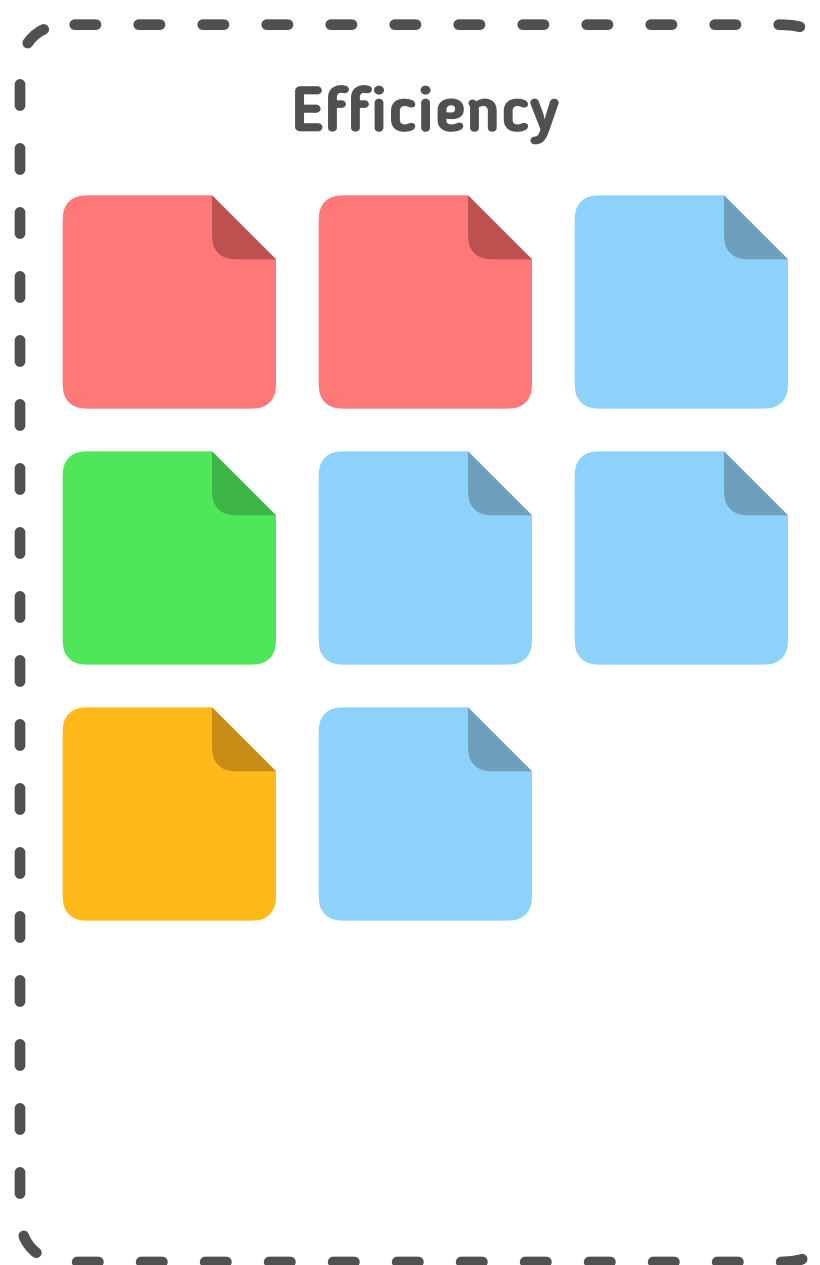
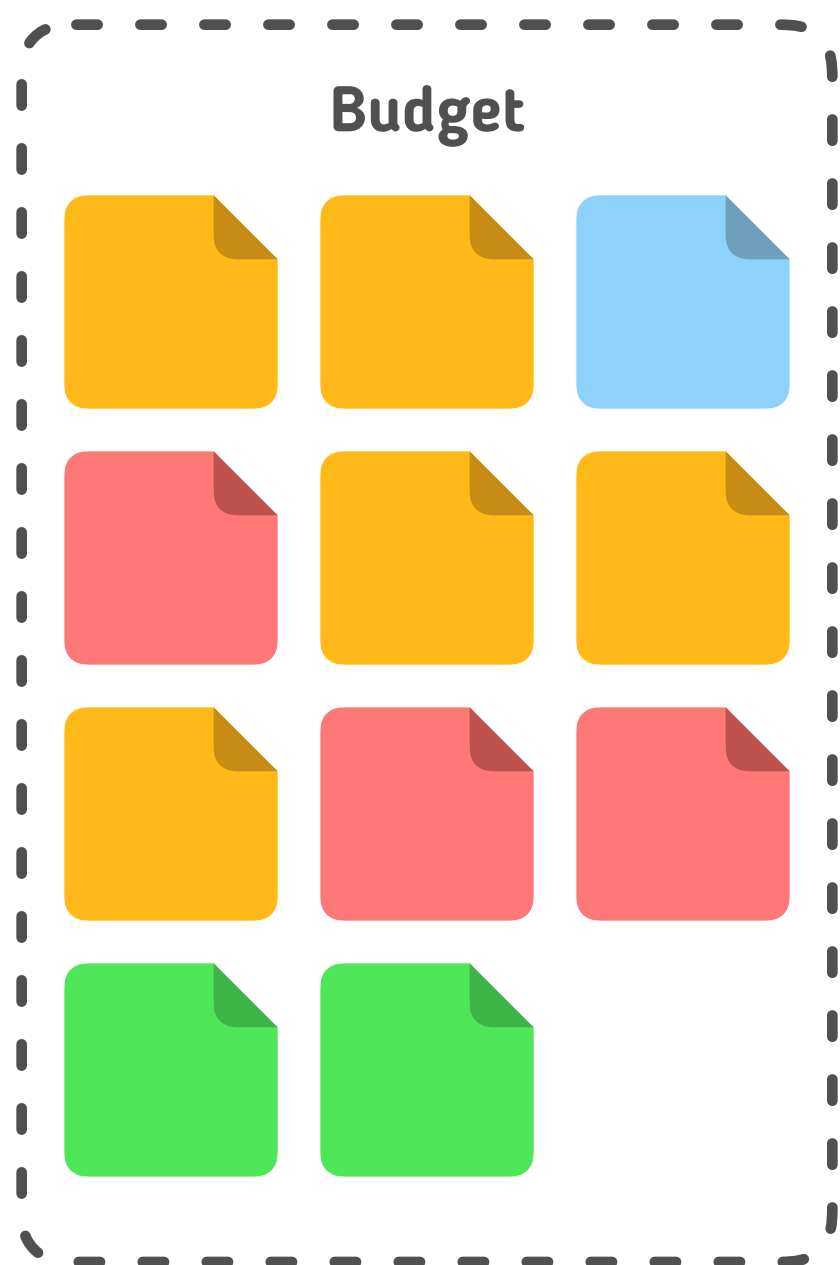
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Pre-fill existing data

4

If the goal of the workshop is to organize existing data – features, tasks, or needs – you could lose a lot of time making the team type all the information.

It'll be more efficient if you prepare the cards, empty boards, and canvases in advance and ask the participants to simply group, rank, or vote for things.



- Seller**
- *Pain points*
 - *Needs*
- Buyer**
- *Pain points*
 - *Needs*

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Color-code the cards

5

After the workshop, it can be hard to recall what each card means and what the context of its creation was.

You can bring more order to the process through color. For example, yellow and red can both mean pain points, but yellow is for the first persona and red for the other one. Using color-coding, you'll be able to notice patterns in the data.

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**Running workshops
online before it
became mainstream**

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