Better than presentations – workshop facilitating skills as new competencies for (health) library professionals – introducing and testing interactive methods

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METHODS INTRODUCED DURING THE WORKSHOP SESSION

Speed-dating

Speed-dating is originally a formalized matchmaking process which has the purpose of encouraging eligible singles to meet large numbers of new potential partners in a very short period. Speed dating is a formalised matchmaking process of dating system whose purpose is to encourage people to meet many new people. Its origins are credited to Rabbi Yaacov Deyo of Aish HaTorah, originally to help Jewish singles meet and marry. SpeedDating, as a single word, is a registered trademark of Aish HaTorah. Speed dating, as two separate words, is often used as a generic term for similar events.

Speed-dating is widely used from organisations as an icebreaker or as a teambuilding activity.

You need:

- A big room.
- An egg timer or similar to keep track of time.
- As many chairs as there are participants.
- Paper tape and a marker if the participants don't have name tags.
- Discussion topics on sheets of paper or carton describing the discussion topics (if used as something else than an ice-breaker = introductions)

To start:

- Divide participants in two equal groups.
- Using the chairs, create two circles (inner and outer), so that the chairs face each other.
- Every participant of group 1 sits opposite with someone from group 2

To proceed:

- Time consecutive 3-minute (or 1-minute or 2-minute) rounds
- After 3 (or 1 or 2) minutes, make a signal -> everyone in the outer circle moves one chair to their left (the inner circle does not move)

Continue until the next move would mean facing the first pair again

World Café (or Knowledge Café)

One of the best ways to make sense of an issue or challenge and ultimately make better decisions and to innovate is to bring a diversity of people together in open conversation, in dialogue. The Knowledge Café is the ideal tool to achieve this. Knowledge Cafés are best convened where there are many stakeholders and opinions, and there are no right or wrong answers.

Examples include:

- To achieve a breakthrough in a tough dilemma or problem
- To deal with the interaction between people or departments, focusing on attitude or behavior
- To explore or brainstorm issues, challenges, opportunities, possibilities or risks
The Café can also be used to surface a group’s collective knowledge; to learn from each other; share ideas and insights and gain a deeper understanding of a topic and the issues involved. In addition, it helps connect people, improves inter-personal relationships, breaks down organizational silos, and improves trust and engagement. One central tenet of the Café is that anything which gets in the way of the free flow the conversation is considered a bad thing.

At its best, a Knowledge Café adheres to a number of conversational principles that help create a relaxed, informal environment conducive to open dialogue and to learning.

- Driven by a powerful question
- Dialogue not debate
- Preserve conversational flow
- Everyone is equal
- Eliminate fear
- No preconceived outcomes
- No coercion

The tables are set like a small cafe with 4-6 people per table. A conversation is put forward, with attendees spending 20 minutes at a table. At time’s end, a host is chosen to stay behind and summarize the conversation to the next group that comes to sit at the table. The other people move on to different tables and another round of conversation happens. At the conclusion of three rounds, the conversations are collected.

http://knowledge.cafe/knowledge-cafe-concept/
http://www.kstoolkit.org/the_world_cafe

Fishbowl

The Fish Bowl is a way to support dialogue in a community about critical issues. It is called a fish bowl because a center circle of people have a conversation and those sitting around them watch. The form looks like this. you have a circle of 5-8 chairs in the center. Radiating out from that you have more rows of chairs (with four isles). you could have a few more rows 2-3 or 6-8 if you have a large group.

Those in the center can either be selected or volunteer from the group. This is really a choice you need to make based on your goals...if you know there are several people with different opinions you can make sure those vocal people are in there at the beginning. Letting those who have passion about a topic or issue step forward is also a good way too.

There is always one chair left empty in the center circle (open fishbowl setting). This chair is open for someone else to step into. When someone steps into the empty chair one of the existing center circle people should self select and step out.

As the leader you can frame the opening of the conversation and then let go. Moderating should be kept at a minimum – except for keeping the conversation wandering too far off track.

You can expect to dialogue for about 30 min with a good rotation of people through the center.

Advice for CHOOSING this option (tips and traps)

- As an alternative to traditional debates
- As a substitute for panel discussions
- To foster dynamic participation
To address controversial topics
To avoid lengthy presentations.
Analyze the appropriateness of this technique to the objectives of the event. (Knowledge Sharing Toolkit, 2014)

http://unconference.net/unconference-methods-fish-bowl-dialogue/
http://www.kstoolkit.org/Fish+Bowl

Brainwriting

Instead of getting one idea at a time as in brainstorming, lots of ideas can emerge simultaneously.

Brainwriting is an idea-generating method. In the more familiar brainstorming a group generates creative ideas verbally, on the other hand brainwriting enables the group to generate ideas and solutions on paper. It is easier for the less vocal people to participate in brainwriting. In the process, the participants build on each other's ideas, and that gives an extra dimension to the discussions.

Brainwriting is a parallel process in which a lot people may add items simultaneously, and reduced the amount of extraneous talk that happens during brainstorming, which takes time away from idea generation.

The basics are a group of people (from 5-500) sitting together to write down ideas on index cards or sticky-notes. Participants are invited to consider out-of-the-box ideas. After a few minutes they are asked to pass their papers to the person next to them who add an idea inspired by what they just read or to enhance the idea and then pass again to their right., then there can be a third (or even more) round to generate and present more ideas. At the end of a set period of time (e.g., 5-10 minutes depending on the number of rounds) the ideas are collected, organized into groups, and presented to the rest of the group (depending on how many participants).

There are different variations of brainwriting – depending on the number of participants:

- BrainWriting 6-3-5: The name comes from the process of having 6 people write 3 ideas on Post-It notes in 5 minutes.
- BrainWriting Pool: Each person, using Post-It notes or small cards, writes down ideas, and places them in the center of the table. Everyone is free to pull out one or more of these ideas for inspiration. Group members can create new ideas, variations or piggyback on existing ideas.
- Create an idea gallery in the room using flip-chart pads and stands. Ask participants to write as many ideas on the sheet as they can and then wander around the room and add ideas to the other sheets. Continue this process until each sheet has a good number of ideas.

Link to tips and further reading: https://www.smashingmagazine.com/2013/12/using-brainwriting-for-rapid-idea-generation/

Focus group

Focus group is a qualitative method, the results cannot be generalized to, but can say something about trends and point out features and patterns. A focus group is a moderated discussion with a group of participants on a given topic. A focus group has four to ten participants, ideal group size is between five and eight, with larger focus group, some participants dominate the discussions while others fade into the background. The idea behind the method is to create a context for group
interaction in which participants “play ball” with each other. The uniqueness of a focus group is its ability to generate data based on the synergy of the group interaction. Input from others and evoking thoughts, stimulates creativity and interpretation. The method is useful not only to find the range of views, but also for the participants to learn from each other, and to generate a sense of social cohesion.

A semi-structured interview guide structures the discussion. This makes the conversation open and flexible so that one can follow threads and details that arise. Questions should be sequenced in a natural flow, and be

- open ended
- of “qualitative nature”
- not have a possible ‘yes’ or ‘no’ answers

For analysis of the data, it is important to record the discussion by taking notes and/or tape recording.

An advantage when using focus group is to observe the participants’ reactions and study the discussions that occur between different participants. This can give an extra dimension to the discussions. And the most important thing to remember is that the discussion is meant to be informal, honest, interesting, and fun.

Https://blog.socialcops.com/academy/resources/conduct-successful-focus-group-discussion/

(Day)dreaming

The purpose of the method is visioning and sharing goals

Number of participants: 4-30 people.

Duration: 45-90 minutes

Equipment: large papers, markers, different objects (clothes, hats, musical instruments, yarn...), tape, buttons, glue, scissors... smartphones...

Description: For a few minutes, each member of the group will reflect on a personal good experience of the matter being worked on. Next, the group is divided into small groups of 3 to 5 people. The task of the groups is to express in words, a photograph, a play, a comic, a drawing, a video clip, a poster or any other ideal picture of the matter being discussed.

Groups present their ideal image to the group in their chosen format. After each presentation, the group discusses what the presentation tells about the success factors of the matter being discussed. Facilitator collects core things for cardboard cards that can be used as design tools in the future.

Dreaming can be decided by shaping the objective of the future action. The following questions can be used to help you determine your goal: What is needed to achieve an ideal state? What has worked well before? Has something happened in the operating environment that supports the goal? What would be a sign of success?
Wrapping-up the mini-workshops

Theme: Artificial intelligence

Method: World café

Preparation: Prereading

Table: 4 - 6 / table

1) Pros/Cons for users and staff
2) Where to use AI in general and specifically at libraries
3) Relevance for professional development
Theme: **Matchmaking for international project cooperation**

Method: Speed-dating 75 min workshop

Preparation: Bring your business card

Max 50 persons (depending on room size, big enough)

4 topics, 4 groups

Ask participants for suggestions of topics in advance

(Exchange business cards)

33 min speed dating all speak to all (circles) in 3 minute rounds

1 “best thing” / service / product – talk about

Forming groups after interests – talk on possible project using method...
Title: Understanding Peer review and our roles

Method: Fish bowl

Objective: Generate discussions to learn from each other regarding peer review and librarian role in the process.

Level: Introductory

Preparation for session: No

Proposal:

- Max 25 (4 people in the “fish bowl”)
- Prepare individuals who are experienced in peer review to start talking
- 2 facilitators; one will take notes, one will keep conversation going.
- Sample of predefined questions:
  - What are your experience with peer review?
  - What is the role of librarians?
  - What tools are available?
  - Do we have to do the whole process?
  - What partnerships can we build?

Outline:

15 minutes introduction

45 minutes fish bowl

15 minutes wrap up

Large room with chairs set up in circle, flip board
3 Understanding Peer Review & Our Roles: Fish Bowl

**Proposal**

- Max: 25 (4 ppl in "fish bowl")
- Prepare individuals who are experienced in peer review to start
- 2 facilitators: 1 will take notes
  1. I will keep conversation going. Sample pre-defined Qs:  1) What is your experience in peer review? 2) What is the role of librarian?
  3) What tools are available? 4) Do we have a process? What partnerships can we build?

**Outline**

- 15 min - Intro
- 45 min - Fish Bowl
- 15 min - Wrap up

**Objective**

- Generate discussion to learn from each other re: peer review & librarian roles in this process.

**Level**

Introductory

**Preparation for Session**

- Large room w/ chairs set up in circle. Flip chart
**Beyond publication: new strategies for research dissemination**

- 2 hours
- Nice, big room w/ AC
- No prep
- Beg./Intermed./Advanced
- 30 participants
- 5 groups of 6

**Objective**

After the session participants will have identified LOTS of ideas for new strategies for research dissemination

**Proposal**

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Round table of speed-dating</td>
<td>80 min</td>
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<tr>
<td></td>
<td>Intros in each group</td>
<td></td>
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<tr>
<td>Step 2</td>
<td>Intro lecture on research dissemination</td>
<td>5 min</td>
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<tr>
<td></td>
<td>Intro to facilitation method (Brainwriting 6:3:5)</td>
<td>5 min</td>
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<tr>
<td></td>
<td>Poll room —&gt; Who are lib. researchers? Who are teaching this?</td>
<td>5 min</td>
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<tr>
<td></td>
<td>Divide room into groups based on above</td>
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<tr>
<td>Activity</td>
<td>3 new ideas for research dissem.</td>
<td>30 min</td>
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<tr>
<td></td>
<td>3 to 5 mn for each round x 5 rounds</td>
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</tbody>
</table>

**BREAK**

<table>
<thead>
<tr>
<th>Takeup</th>
<th>layout brainwriting pages</th>
<th>5 min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 dots each, dot voting #1 idea to share in large group</td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>All groups present #1 idea 5 mn each</td>
<td>30 min</td>
</tr>
<tr>
<td>(Moderated)</td>
<td>Gallery walk # AWESOME IDEA</td>
<td>10 min</td>
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BEYOND Publication:
New Strategies for Research Dissemination

Proposal:
Step 1: Roundtable of speed-dating
- 40 minutes
- 30 participants
- 5 groups of 6

Step 2: Intro lecture on research dissemination
- 30 minutes
- Intro to facilitation method (brainwriting 63.5)

Objective:
After the session, participants will have identified lots of ideas for new strategies for research dissemination

Step 3: Full room - who are lib researchers? Who are teaching this?
- Divide room into groups based on

Activity:
- 3 new ideas for research dissemination
- 3.5 minutes each round x 5 rounds
- Break

Takeup:
- 5 minutes - lay out brainwriting pages
- 3 dots each dot rating #1 ideas to share w/ large group

Discussion:
- All groups present #1 idea
- Wind-up with "Am I the idea!"
Wrapping-up mini-workshops
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