



## TIPS FOR SUCCESSFUL WORKSHOPS

#DABEL-Geschichten – an initiative of Deutsche Telekom AG



LIFE IS FOR SHARING.

# SITE INFORMATION

## PUBLISHER

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## FURTHER INFORMATION

## STATE

## STATUS

<https://dabei-geschichten.telekom.com/en>

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## CONTACT INFORMATION

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## BEFORE THE WORKSHOP

- Allow plenty of time to prepare your workshop both in terms of content and organization. Which target group are you addressing? Which topics are of particular relevance? How many participants are expected? How much time is available? Choose a workshop variant (25 minutes, 45 minutes, 90 minutes).
- Work through the appropriate guide for multipliers and, if necessary, familiarize yourself with the content of the workshop in the self-learning module. The self-learning module contains expert knowledge and a lot of background information. Although these are not necessary to carry out the workshop, but give you security, if you yourself are new to the subject. Mark important key messages of the workshop and if necessary add your own ideas in the notes.
- Schedule time buffers. Mark phases that you can shorten in the event of a shortage of time and complete them in the event of excess time.
- Go through the whole workshop at least once.
- Make sure you have a stable Internet connection to play the media (videos, audios, etc.).
- Before the workshop, clarify technical differences on site. Are speakers and screens available? Do you need microphones to amplify your voice, depending on the size of the workshop? Which connections can you use locally?

## DURING THE WORKSHOP

- Arrange the content of the workshop and briefly present the initiative #DABEL-Geschichten of Deutsche Telekom AG.
- Ask the participants about their prior knowledge of the workshop topic. Depending on the level of knowledge and interests, you can set priorities in the course of the workshop.
- Try to involve as many participants as possible. The material is prepared in such a way that it sheds light on different perspectives and certainly leaves questions for experts to discuss.
- Give the workshop participants enough space for discussion. Always keep an eye on the time.

## AT THE END OF THE WORKSHOP

- Together with the workshop participants, summarize the core statements of the workshop orally.
- Schedule time for feedback.
- Schedule time to answer any questions left unanswered.
- Point out the possibility that the module can also be worked through in self-study for more in-depth discussion.
- At the end of the workshop, each participant can be another multiplier of #DABEL-Geschichten.

- Use the link <https://dabei-geschichten.telekom.com/en> to get directly to the digital platform.

## BEHAVIOR TIPS FOR MULTIPLIERS

At <https://dabei-geschichten.telekom.com/en>, the phenomenon of digitization is controversial. In discussions emotions are often raised. For de-escalation, we've summarized a few useful behavior tips for you:

- Do not teach your counterpart. It's okay that your participants have different opinions. The aim of the workshop is not to convince others of a particular opinion. Rather, it's about helping workshop participants to form their own opinion.
- Stay calm and objective.
- Avoid personal ratings and send I-statements instead. At best, reveal false information or conflicting arguments.
- Always include many perspectives.
- Show similarities in conversations.



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