



WORKSHOP RULES & REGULATIONS

General information

- Objective:** Participants establish the most important rules for their co-operation during the session.
- Duration:** 20 minutes
- Type of Technique:** Facilitated discussion
- Difficulty level:** Easy
- Requirements:** Metaplan equipment, flip chart, daily evaluation sheet, chart and collecting box, a microphone or something looking similar
- Preparation of room:** Chairs arranged to a U-shape form.

Introduction

There are two procedures of establishing general workshop-rules:

Either the facilitator presents a fixed list of rules and asks the participants to adhere and agree to them or they both work together in participation, according to the workshop rules. There are good reasons for using both procedures, but the participative method represents the concept of C³ to a greater extent.

Procedure

Step	Time	Most important content	Required material	Hints
Introduction and establishing of the rules	10'	The participants are asked to come up with some basic rules for co-operation within the course. On a soft board the facilitator writes down the heading "Rules" and to the left the terms: – Time and time punishment	Flip charts	The terms could also be visualised using graphics. If suggestions differ too much from what is usual (e.g. permanent smoking permitted) or are just not practical (e.g. course starts at 6:30 am), the facilitator tries to lead the participants back to what is considered usual.



Step	Time	Most important content	Required material	Hints
		<ul style="list-style-type: none"> - Smoking - Cell phones - Others <p>He/She asks the group to make statements on "if" and "where" smoking should be allowed and "when" cell phones should be allowed to be turned on and used. He/She is presents the discussion and leads the group to a result. If there is any need to discuss other points, time should be taken for agreements.</p>		<p>The facilitator and the participants should consider time limits and punishments (e.g. unpunctuality is disrespectful towards the facilitator and the other participants and should be punished, e.g. by payment into a party fund).</p> <p>Experience shows that participants mostly agree quickly on most points without problems. They could also spend too much time on deciding on when to begin and when to end the sessions (half an hour later or earlier), so also on minor details that are easily solved.</p>
Introduction of the daily evaluation sheet	5'	Encourage the participants to use this opportunity of anonymous immediate feedback for the sake of the seminar and for themselves	Daily evaluation sheet and chart, box beside the door	Read the topics out loud and place emphasis on the fact that it is easily and quickly done.
Introduction of the morning summaries of the day before	5'	Radio report or interview, because it should be a short and amusing summary of what has happened the day before, involving maybe not all but several of the participants	Microphone or something looking similar, flip chart to list the radio reporters during the whole seminar	A popular regional radio station should be chosen. Depending on the atmosphere on the first day, one of the trainers can go to the first morning radio show. The reporter for the following morning should be nominated/elected directly after every morning show.