

g³-method- zoom-version

Process guideline 1

How can we work well together?

Find out what your individual needs are for good teamwork: What are your experiences or ideas for working together in an open, constructive and creative way?

Total time: 70 minutes

Materials needed per person: paper, pen and a phone.

TECHNIQUE: Start breakout sessions for teams of four.

1

Watch the time

Identify one person in your group to keep a close eye on the time at each step.

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2

Get to know each other!

For good teamwork it is important to know who you are going to work with. Introduce yourself briefly: What your name is, what you do, why you are here.

Processing time: 10 minutes

3

Collect ideas

Working individually, write down answers to the question: How do I stay open and engaged in discussions?

Processing time: 5 minutes

4

Summarise answers

Read out all the answers one after the other and then summarise similar points then

Processing time: 10 minutes

5

Deepen ideas

Write down the answer that seems most important to you. Divide your group into 2 teams: **Two stay on Zoom, two exchange ideas by phone.** In teams of two, present your chosen answers to each other. One person starts and the other asks follow-up questions for **5 minutes** to make the answer more concrete. The person who started notes down the additional points. Then the roles are exchanged.

Processing time: 15 minutes

TECHNIQUE: End breakout sessions so that all workshop participants are back in the same room.

6

Collection of results

In plenary, report to each other what you have found out.

Use at least one of the 3 guiding questions:

- What did I notice?
- What would I like to do differently in the future?
- Where do I see the biggest challenge at the moment?

Processing time: 20 minutes