WIEGO

Women in Informal Employment: Globalizing and Organizing

WIEGO MONITORING, LEARNING AND EVALUATION TOOLKIT

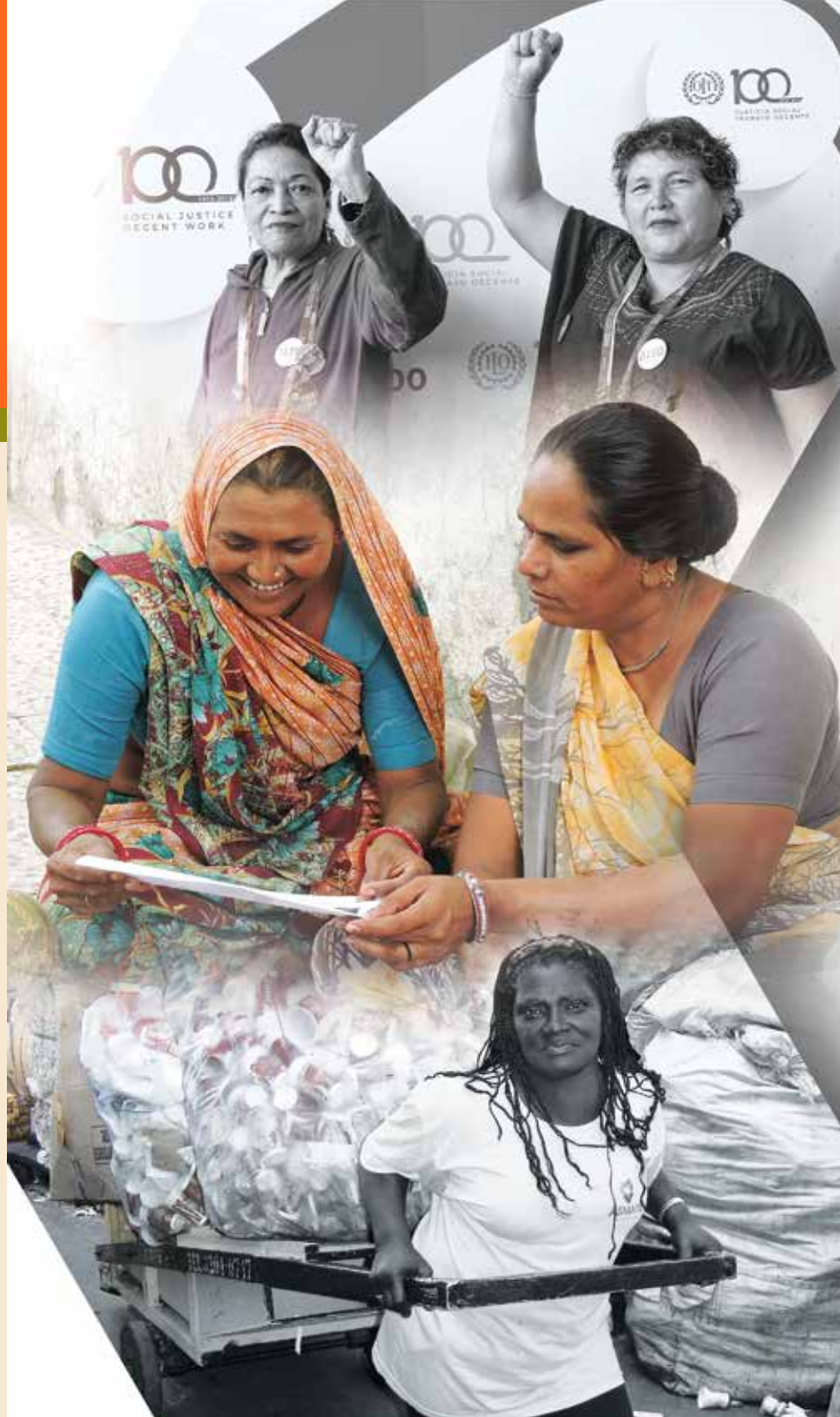
TOOL 7

How to conduct *an online* participatory evaluation workshop:

Harvesting outcomes

Developed by: **BARBARA KLUGMAN**
with inputs from Carmen Wilson-Grau
and WIEGO team members

MAY 2022



Cover Photos, from top to bottom:

On the right side is Fidelia Hernández de Subuyuj from Guatemala. She was part of the IDWF delegation, in representation of the affiliate: Sindicato de Trabajadoras Domésticas Similares y a Cuenta Propia (SITRADOMSA) at the C190 meeting in Geneva, Switzerland in 2019. ***Photo credit: S. Trevino***

Domestic workers in Delhi are not registered under the social security authority. This has resulted in their exclusion from emergency cash grants, which have been extended to registered groups of unorganized sector workers, such as construction workers. ***Photo credit: K. Hughes***

Dona Maria Brás, a tireless force in helping Brazilian waste pickers overcome persecution and gain respect and security as members of cooperatives ventures. She was one of the founders of the Association of Paper, Cardboard, and Recyclable Materials (ASMARE Coop). ***Photo credit: S.Dias***

Publication date: May 2022
ISBN number: 978-92-95122-11-6

Published by Women in Informal Employment:
Globalizing and Organizing (WIEGO)

A Charitable Company Limited by Guarantee
Company No. 6273538, Registered Charity No. 1143510

WIEGO Limited
521 Royal Exchange, Manchester
M2 7EN, United Kingdom

www.wiego.org

Copyright© WIEGO

This toolkit can be replicated for educational and organizing purposes as long as the source is acknowledged.

WIEGO
Women in Informal Employment:
Globalizing and Organizing

HOW TO CONDUCT *AN ONLINE* PARTICIPATORY EVALUATION WORKSHOP:

Harvesting outcomes

We would like to thank Conny Hoitink for her shared expertise on OH, her suggested improvements and review of the French translation. Renata Farias and the translators from Abrapalabra Servicios Lingüísticos for the Spanish and French translation. And Valentina Reid for her work with layout of these tools.

MAY 2022

WIEGO'S MLE TOOLKIT has a series of tools, each with a different focus. You may need to use some of them together.

WIEGO MONITORING, LEARNING AND EVALUATION TOOLKITS:

1. How to write an outcome statement
2. How to harvest outcomes you notice in your day-to-day work
3. How to evaluate your training or workshop during and after
4. Where to find outcomes of research uptake and how to use them for learning and adaptation
5. How to conduct a participatory evaluation workshop: Harvesting outcomes
6. How to conduct a paticipatory outcomes evaluation workshop: Analysis and strategic learning

7. How to conduct *an online* participatory evaluation workshop: Harvesting outcomes

1 Purpose: Why evaluate effectiveness of WIEGO's training and tools?
3 Preparation
5 Some general tips about facilitating online
6 Online tools
6 How to save the WIEGO Tool 7 Google Slides to use for your workshop
7 Preparing the timer clock for your breaks
8 Advance meeting of facilitators, producers, translators
10 Agenda
13 The workshop
14 Part 1: Getting started
14 Opening – while people get online
14 Objectives of the workshop
15 Introductions
16 Part 2: Preparing for group work – how to draft outcomes
18 Part 3: Groups harvesting everyone's stories of what they have done
20 Part 4: Sharing our stories and closing
20 Sharing stories of change
20 What next? The purpose and plans for follow-up workshop
21 Closing
23 Post-workshop debrief and preparation for workshop 2
27 Annex: Handouts
28 Handout for facilitators: Instructions for facilitating breakout groups

8. How to conduct *an online* participatory outcomes evaluation workshop: Analysis and strategic learning

THE FOCUS OF THIS TOOL

This Tool 7 is an online version of Tool 5 of the WIEGO MLE Toolkit: *How to conduct a participatory workshop: harvesting outcomes*. That tool discusses the rationale and gives illustrative examples of running a participatory OH workshop, and these are not repeated here. Please read them first. Tool 8 is the online version of Tool 6 on outcomes analysis and strategic learning.

A great way to find out if WIEGO's interventions – trainings or other kinds of supports to Nets and MBOs – have worked well, or if people have used our tools and materials, is to engage them in a follow-up evaluation workshop.

This Tool takes you through the process of supporting participants to describe changes they or their organizations have influenced since WIEGO's interventions, or since they got WIEGO's toolkits or materials.

The online workshop in Tool 8 should take place one or a few days after this first workshop, giving you time to analyse the harvested outcomes before the workshop. It engages participants to interpret the analysis of the outcomes they harvested. They consider if and how well they are using the materials and having the influence they hope to have, whether on their own institutions or on external actors.

The online workshops described in these two tools (7 and 8) aims to strengthen capacity of participants in telling their stories and in analysing their influence and its strategic implications.

Throughout this tool there is mention of MBOs and Nets. MBO refers to 'membership-based organizations' such as organizations of street vendors or domestic workers or waste-pickers or home-based workers. WIEGO uses 'Nets' to refer to networks of such MBOs.

2 HOURS: With 16 people online (not including group facilitators). By the end you will have harvested and improved the quality of the outcome descriptions.

30 MINUTES: Facilitators of group discussions will debrief immediately after the workshop.

NOTE: The companion Tool 8 describes the next parts of this process, categorizing and analysing the outcomes generated during this workshop and then running a follow-up interpretation workshop with participants.

SECTION A

PURPOSE:
WHY EVALUATE EFFECTIVENESS OF WIEGO'S TRAINING AND TOOLS?

PURPOSE:

WHY EVALUATE EFFECTIVENESS OF WIEGO'S TRAINING AND TOOLS?

WIEGO does a lot of capacity strengthening with informal workers, through offering workshops and toolkits. This workshop is part of WIEGO's effort to continually improve the quality of its work and its strategies.

For this workshop, your evaluation questions are:

- Did participants use knowledge, information, a toolkit, materials, or a new approach you shared previously, most likely in a workshop?
- Did participants' actions then influence others – their employers, government, other informal workers, or MBOs (membership-based organizations) or 'Nets' (networks of organizations) etc.?

Your learning questions are:

- What worked well and what did not work well in the way we did the intervention?
- What changes should we make to how we do our work when we do a similar intervention in other places, or when we repeat the intervention for other people here?
- In what ways did external contextual factors influence participants' abilities to use the information or skills or to influence others?
- Do we and/or participants need to do anything differently in order to more effectively influence others?

SECTION B

PREPARATION

CONTENTS

5 Some general tips about facilitating online

6 Online tools

6 How to save the WIEGO Tool 7 Google Slides to use for your workshop

7 Preparing the timer clock for your breaks

8 Advance meeting of facilitators, producers, translators

10 Agenda

PREPARATION

This tool assumes that:

- participants have access to Internet, ideally on a computer or notebook, although it can be done on a good smartphone;
- you will allocate one facilitator who is a confident and experienced Outcome Harvester to each group of 4 informal workers;
- you as the facilitator, are oriented to using Google Slides or some other online tool that all facilitators can use at the same time;
- you will have an advance meeting with group facilitators, translators, yourself and the workshop 'producer';
- you will prepare for each part of the workshop in advance.

BLUE BOX WITH THIS ICON: explanations on how to prepare for the workshop in advance.

Information on what to do begins with an arrow

ORANGE BOX: Information to put into a PowerPoint slide or a Google-slide.

- A rough estimate of how long each part will take begins with a clock. However, this depends partly on how many participants you have.
- For every small group discussion, the more groups you have, the more time you need to allocate for report-backs.
- This tool assumes 16 participants who work in groups of 4 plus a facilitator in each group.
- If you have more small groups, add more time.

SOME GENERAL TIPS ABOUT FACILITATING ONLINE

Do a detailed plan or 'script' and print it out. It needs to include every detail of every step of your workshop e.g., when to Share Screen, links to music or video, and who does what when; this is all the more important when more than one of you is facilitating.

- If workshop facilitators and producers are in different time zones, then your scripts should put the amount of time per session and have a separate column for each facilitator/ producer to fill in the time in their zone.
- Print out your script so that you can easily consult it. It is very difficult to see your script on screen while also using Google Slides and wanting to see people on video.

Give participants a clear agenda so they do not feel lost. Make clear when there will be breaks. If participants are in different time-zones, then write down the amount of time rather than the actual time i.e., 10 minutes, 20 minutes etc.

Send the notice of the workshop using a calendar so that the title, date, time and Zoom or other link goes into each participants' calendar when they accept the invitation in their own time zone; ideally book the times for workshop 7 and workshop 8 so that participants can attend both.

Split the facilitation of the overall workshop into two roles: the facilitator and the producer. The 'producer' is the person who does the troubleshooting when someone cannot hear or their microphone needs switching off; and that person watches the CHAT and alerts the facilitator to issues arising etc. They manage the breakout rooms.

Use a clock that counts down time during the break as it allows people to see on their screen how much time they have left. (See instructions below)

Use energizers. Get people moving – you can do many of the same stretches and energizers that you would do in a room together – singing, dancing, stretching. Plan them in advance because it is harder to see when people are getting tired. So, build them into your written plan.

Slow down: *"Everything takes a little bit longer. If you ask a question, wait twice as long as you would when hosting a face-to-face. People are working harder to sense cues from each other on who might be ready to speak or be fumbling for their un-mute button. If you use breakout rooms, give a minute of informal reintegration before transitioning. Welcome those little pauses."* (Chris Corrigan citing Amanda Fenton March 2020)

Translation. If the workshop will run in more than one language, see WIEGO's guidance for running online workshops with translation.

When you start the workshop:

- Show people how Zoom (or whatever platform you are using) works, keeping in mind the different functionalities on a computer, tablet, or cell phone. Show them:
- where the microphone is and suggest they keep it off unless they want to speak so that we don't all hear background noise;
- where the video sign is; ideally people should have their videos on, but if some people have low bandwidth, people may have to keep videos off. Nevertheless, ask people if possible to use their videos when they are speaking;
- where to find and how to use the 'chat';
- where to click to raise their hand:
- where to click to give a thumbs up or down or show approval:

ONLINE TOOLS

In this Tool we refer to Zoom, but you can use whatever workshop online system you usually use, as long as it includes breakout rooms and a CHAT function.

You can use whatever system you and participants are familiar with where participants can write on the same document. This workshop uses Google Slides for facilitators to capture all the outcomes in one place.

Within WIEGO: on WIEGO's Google Drive you'll find a link to the slides for this workshop which you can then duplicate and save with your own title and adapt to suit your workshop, so that the template remains for others to use.

How to save the WIEGO Tool 7 Google Slides to use for your workshop

You will find the link in the WIEGO MLE Toolkit folder, in a file called 'Link to Toolkits 7 and 8 Google Slide template'.

- Go into the link.
- To save the template, click on:
  - → File
  - → Duplicate
  - → Entire Presentation
  - → Put in your own name for the file
  - → Save to your Google Drive
- To ensure the group facilitators can use the same document, you have to make it shareable.
  - → Click on the yellow box that says 'SHARE' and choose **'all those with the link'** and click so they have the option to **'edit'**, not just to 'view' or 'comment'.
  - → Copy the link to share with facilitators.
- If you are not in WIEGO, you can create your own Google Slides using the ideas and images in this tool.

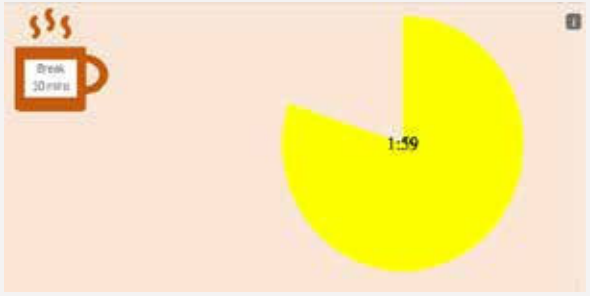
Preparing the timer clock for your breaks

Here is one option that works in PowerPoint.
You have to prepare it in advance:

- Create a PowerPoint file for the workshop:
  - → Create an empty slide,
  - → Click on the toolbar at the top of your screen: ´Insert´
  - → Click 'Add-ins'
  - → Click 'Get Add-ins'
  - → Then type in 'timer' and choose one that works for you.
  - → When it has downloaded onto your PowerPoint slide, you can fill in the number of minutes of your break e.g., 15 minutes
  - → Save
- When you click on it, it starts counting down. Try it.
- The next time you want to use it for a different break, instead of clicking on 'Get Add-ins' you click 'My Add-ins' and you will see the timer already there.

In the image below you can see the ppt slide with the timer downloaded and ready for you to put in the number of minutes and save:

You can see an image of the timer as it is counting down in the image below:



ADVANCE MEETING OF FACILITATORS, PRODUCERS, TRANSLATORS

This workshop includes breakout meetings where four people in each group (plus a facilitator) will identify how they have implemented the ideas/tools from the previous WIEGO training. Each group's facilitator will write down each example of use of the new knowledge or tools in the format of an outcome. They will do so in Google Slides, online.

For this reason, you need to hold a preparatory meeting with all facilitators so that they:

- understand the purpose of the workshop, and their task
- get comfortable with writing into Google Slides
- know how to create a duplicate slide if they need more space to write on

All of the decisions you make will be key for both the facilitator and producer of the overall workshop. You will include every step you have agreed on in the 'script' for the workshop.

Email all group facilitators the handout in the Annex before your advance meeting. Ask them to print out the handout if possible. This is because it is difficult to follow handout instructions on-screen while at the same time working with Google Slides (unless you have a wide screen or two screens).

Also remind them to review Tool 1 of the WIEGO MLE Toolkit: *How to write an outcome*, before you have the advance meeting.

During the advance meeting:

- → Go through the handout in the Annex: HANDOUT and do some examples using Slide 5 onwards, with each facilitator writing up an example on the slide allocated for their group number. You can even leave these examples in the Google Slides for facilitators to demonstrate again with members of their group.
- → Explain that we need participants' names (which the producer will put in), but also their emails, so we can go back to them if we need further details.
- → Discuss some of the common challenges in drafting outcomes with all of the required information – i.e., **when, where, who** did **what** differently so that each facilitator is confident in how to work with group participants to identify and craft outcome descriptions. Ask facilitators to review Tool 1 of the WIEGO MLE Toolkit: *How to write an outcome*, before the actual workshop.
- → Note that for this workshop we are not drafting 'contribution' descriptions because the WIEGO contribution was the previous training workshop. Alternatively, if a worker has used the information or tool from the workshop (and you write this down as an outcome), and that in turn influences someone else to do something different, then the worker's action (the first outcome) will become the contribution towards the next outcome. This is discussed in more detail and there are examples in Tool 5.
- → Make sure each group facilitator has the phone number of the overall facilitator and of the producer in case they have to send a WhatsApp or SMS message while in their group if they have questions or technical problems. The overall facilitator and producer should also have each facilitator's phone number.
- → Decide on how to break participants into groups – should this be random or should particular participants be in the same group – this will guide the producer in setting up the breakout groups.
    - ◦ If the meeting will be run in two or more languages, during this preparatory meeting, you will decide if groups will be organized by language or if some groups will need translators.
- → Decide any other issues related to managing the translation process, including whether the Google Slides need to be translated and who will write up translations during the workshop.
- → Agree that all facilitators join the workshop 10 minutes in advance to get prepared, and that they will stay online to debrief for 15 minutes.

AGENDA

Amount of time in minutes	Actual time *Fill in for your time zone*	Topic
PART 1: Getting started		
5		Welcome and purpose of workshop
15		Introductions
PART 2: Preparing for group work		
20		How to describe how we have used workshop information/tools
PART 3: Group sharing and documenting		
10		Thinking and writing about how we have used information from the WIEGO workshop
40		Sharing in the group and drafting outcomes
10		Group decision on which stories to share in plenary
10		Break
PART 4: Plenary sharing and closing		
10		1 person from each group shares their outcome(s) (2 minutes each)
5		Purpose and timing of next workshop
5		Closing

Amount of time in minutes	Actual time *Fill in for your time zone*	Topic
Post workshop analysis and preparation for Workshop 2		
10		Break
30		Facilitators debrief
Follow-up workshop in Tool 8		
		Possibly some time to check details of outcomes with individual participants
1 hour		Setting up spreadsheet to categorize outcomes
2-5 hours		Categorizing and analysing outcomes
2 hours		Preparing for the interpretation workshop
3.5 hours		Interpretation and strategy workshop with participants

SECTION C

THE WORKSHOP

CONTENTS

14 Part 1: Getting started

14 Opening – while people get online

14 Objectives of the workshop

15 Introductions

16 Part 2: Preparing for group work – how to draft outcomes

18 Part 3: Groups harvesting everyone's stories of what they have done

20 Part 4: Sharing our stories and closing

20 Sharing stories of change

20 What next? The purpose and plans for follow-up workshop

21 Closing

THE WORKSHOP

PART 1. GETTING STARTED

Opening – while people get online

10 minutes before the official start time

→ To create a warm environment in case people join early, put on some music and ensure in Zoom you are sharing sound so participants can hear it.

→ Use Zoom **Share Screen** to put up your first slide which is the title of this event:

SLIDE 1

WELCOME to our WIEGO workshop!!

A participatory evaluation workshop:

harvesting outcomes

WIEGO
Women in Informal Employment: Globalizing and Organizing

→ To get people comfortable, welcome them as you see them join.

→ Ask how they are, check if they have something to drink; something to write on; talk as you would when people walk into a room – what is happening with Covid-19 in their space, or the latest political issues or their families…

7 minutes including starting a few minutes after the official opening time

→ At the start time, or whenever enough people have joined, formally welcome everyone.

Objectives of the workshop

→ Choose Slide 2 with the objectives of the workshop:

SLIDE 2

Objectives of the workshop:

To gather information on
- what you have done using the information from our last workshop/event
- what changes you have influenced

So that we can
- learn about how all of our work is influencing change
- discuss how to strengthen our influence
- identify how to improve the training materials

Use this slide to explain that:

→ this learning event has two parts – the first workshop, today, is to gather information; the second workshop (on whatever date it is planned), is to make sense of the information and its strategic implications.

→ This first workshop aims to gather information about what has happened since the last training workshop. It aims to find out if and how you used the information or skills you gained in the previous training (or whatever WIEGO's intervention was), and if your actions influenced anyone else to do things differently.

Introductions

15 minutes assuming there are about 15 participants and that they already know each other so you do not need deep introductions.

→ Explain that we're going to do introductions; we're going to pretend to sit around a table together, using Google Slides.

→ In the CHAT, put the link to the Google Slides (see above).

→ Ask everyone to copy the URL and go into it on their own computers or phones.

→ Ask people to click on slide 3 where you'll see a circle:

SLIDE 3[1]

→ Say, "the circle is like the table we're sitting at. Please click on one of the empty boxes and write in your name, and then move it so you are sitting around the circle".

People may take a while to work out how to do it and you can help and make something fun out of the process of learning to work online in this way.

→ If some people are on the phone or for some reason cannot use the Google Slide, the workshop producer should write each person's name in one of the boxes and move them into the circle – telling each person as they do it, so that people feel part of the group.

→ Tell everyone we are going to introduce ourselves by going around the circle clockwise – "Please say your name and organization".

→ Begin, and then ask the person to your right (going clockwise from where you are in the circle) to introduce themselves.

→ Slowly people will get the idea of moving clockwise and will continue introductions without you having to invite them to do so.

While the facilitator is taking everyone through Part 2 of the workshop THE PRODUCER SHOULD:

→ Organize participants into breakout groups in preparation for Part 3.

→ About 4 people per group.

→ Plus, one facilitator into each group.

→ Label the Google Slides so that there are a few slides for the facilitator of each group to use to write up outcomes from their group i.e., 'Group 1', 'Group 2'. The template has this already – with 4 slides for each of 5 groups. But you need to put in one participant's name on each slide i.e., Slide 5 would be: Group 1 and participant's name; Slide 6 would be: Group 1 next participant's name etc.

1 *Inspired by* "Power Up Conversations Appropriate Tech: Google slides and Facebook live" *by Lydia Morgan, Young Women's Trust, June 2020.*

PART 2: PREPARING FOR GROUP WORK – HOW TO DRAFT OUTCOMES

How to describe how we have used WIEGO workshop information or tools

20 minutes

PREPARATION

→ Well before the workshop, identify one or two people who will be participating and who you know have used the toolkit/skills/new information they gained at your previous workshop.

→ Ask them if they are willing to share how they or their organizations have used this information/skill/toolkit since the workshop.

→ Have a conversation with them about how to present their story.

→ Your aim is for them to present it very directly. Make clear that all they should report is what they did, and where and when they did it, rather than spending a lot of time on context or background. You will turn this into the format of an 'outcome' as they talk, on a Google Slide (see format Slide 4).

→ When the person has finished describing the action they took using the new knowledge or skills or materials, ask them whether those actions influenced the people they were hoping to influence – did they convince their MBO to take up the issue differently and if so what did the MBO do or say that demonstrates this?; did an employer agree to do something differently and did they do it?; a government representative?; a policymaking body?

→ If their action influenced others to take action, ask them to keep going and tell that story, which will be a second outcome – for example,

- "in x place and date, I gave a talk to the local council asking them to…" is followed by
- "on x date, x radio station interviewed me about the issues"
- "on x date, x local council set up a working group on this issue"

→ You can do a practice run with each person and then record them in describing the outcome, using WhatsApp video, or on Zoom.

→ You will use this recording in this part of the workshop to illustrate what an outcome is and how to draft it, or you can ask the person to repeat it to everyone during this session.

→ Put your recording in your PowerPoint (or put the link there) so it is there when you need it.

→ If this is too difficult to do in advance, then you can prepare to do the demonstration using an example from your previous experience. See the example in Slide 4 of the Google Slide template (also in the handout for group facilitators in the Annex).

- → To open this part of the workshop, explain that we are going to go into groups to share information about how each of us have used the information or toolkit from the previous WIEGO workshop.
- → Invite one of the people who has agreed to tell their story, to share it with everyone else; or play your WhatsApp video or Zoom recording of them telling their story. Or you can use the outcome you have prepared yourself.
- → As they describe their outcome write it down on the Google Slide you have already set up, putting the relevant part of the story under the right heading showing WHEN and WHERE, WHO did WHAT. See format in Google Slide 4 – you can delete the example that is there and start from an empty slide.
- → Deconstruct the story by showing people on the slide how you have captured each component of the story (the when, where, who, did what).
- → Point out to participants that this is the way you are going to share your stories of what you have done so that you can easily understand and analyse the changes you have made.
- → Each group has a facilitator who will write down each person's story. They will note your name and email, so that WIEGO can come back to you if we need more information.

PART 3. GROUPS HARVESTING EVERYONE'S STORIES OF WHAT THEY HAVE DONE

→ Ask people to look at Google Slide 6 or **Share Screen** to your version of the Google Slide

→ Some people may have gone out of their Google Slides, and need you to put the link into the CHAT for them again

10 minutes individual write-ups

40 minutes group participants help each other ensure high quality outcome descriptions

10 minutes discuss which stories to share in plenary

PRODUCER: See preparation note above – the producer will have planned to break people into groups and will have put names of people in each group into Google Slides – this is where the facilitator will write each participant's outcomes.

Breakout group facilitators – remind yourself of the process by reading the facilitators' handout again immediately before the workshop.

Tell people:

→ you are now going to write or share your stories of how you have used the information/tool from the last WIEGO workshop, so that we have them all documented;

→ we are going to break into groups;

→ each group has a facilitator who will ensure everyone has a turn and who will write up all the outcomes.

→ you will have 10 minutes to think about and write the most important ways you have used information or the tool since the last WIEGO workshop.

→ then you will have 40 minutes to share these stories with each other and the facilitator will write them down in the same way I have just demonstrated;

→ you can help each other by listening carefully and asking questions, to ensure that each story makes clear when it happened, where, who did it, and what they did, so it is very clear to everyone;

→ then as a group you will decide which participant's story/ stories to share when we get back together.

The producer

→ moves everyone into breakout groups

→ sends out the following messages to all groups during the group discussions

- **Minute 10:**
  "Your 10 minutes are up; please start sharing and writing your outcomes"
- **Minute 30:**
  "You have 20 minutes left to capture all outcomes"
- **Minute 45:**
  "You have 5 minutes left to capture all outcomes"
- **Minute 50:**
  "Please decide who will share their outcomes"
- **Minute 57:**
  "We will return to plenary in 3 minutes"

→ In 1 more minute, tell Zoom to end the breakout rooms (having set up this as happening in 2 minutes' time)

In the breakout groups

→ Each group facilitator runs the meeting – see handout in the Annex of instructions for facilitating small groups.

As the overall workshop facilitator

→ Keep an eye on your WhatsApp or SMS in case a group facilitator sends you a message.

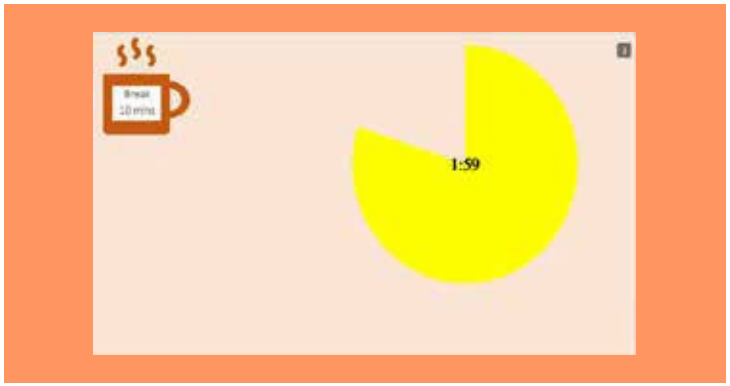
→ Look at the Google Slides and see what people are writing. If necessary, you can have the 'producer' move you into any group that looks like it is having difficulty, and you can help them along.

→ When the producer alerts people that they're about to come back into plenary, **Share Screen** with your PowerPoint, with the sign that there's a break.

→ As people come back into the plenary, tell them there's a 10-minute break and ask them to keep an eye on the screen which will show how much time is left.

→ Once everyone is back, indicate again that we're taking a 10-minute break.

→ Click on the PowerPoint slide with the clock (it should be the same as your 'break' slide as below), and click on the timer so it starts counting down. Below you can see an image of the PowerPoint slide with 1.59 minutes left. (For instructions on how to set up the clock see "preparing the timer clock" section of this workshop.)



PART 4: SHARING OUR STORIES AND CLOSING

8 minutes: 2 minutes per each participant report on their outcome(s) x 4 groups

5 minutes for describing the follow-up workshop

5 minutes for closing

Sharing stories of change

When the break time is over the facilitator will begin:

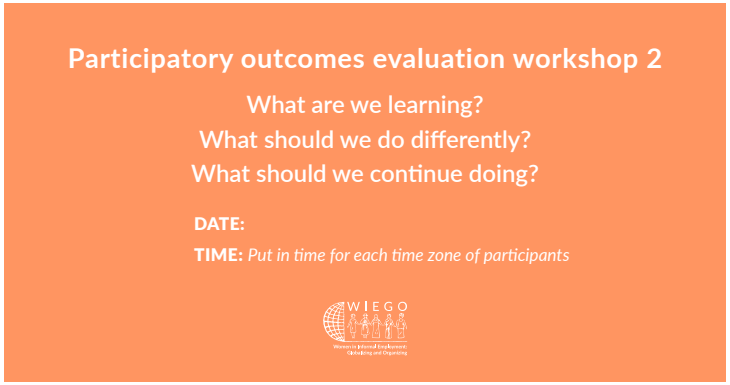
- → Welcome back everyone…
- → Before we close today's workshop, we'd like to hear from each group, about how one of you took action after the WIEGO workshop.
- → Ask who from Group 1 is going to tell us? If no-one speaks up, ask the facilitator from group 1 who the group chose and then invite that person to tell us their outcome or their chain of outcomes.
- → Ask for a Group 2 participant to tell their story.
- → As participants do this, you can go into the Google Slides and share the slide with that person's outcome(s) written on it. But IF the participant can turn on their video, then rather do not share screen, so that everyone can see the participant's face as they speak.

What next? The purpose and plans for follow-up workshop

- → Thank everyone for sharing.
- → Tell everyone that at the next workshop, we will be looking at what lessons we can draw from all of these outcomes.
- → The facilitators will categorize all the outcomes so we can see who did what kinds of activities, and have we as yet influenced anyone else, in what ways.
- → We will share these findings in the next workshop and then discuss what we can learn from them. We will discuss:
  - ◦ What makes it easy or difficult to use the information/ tools from the previous workshop? Could WIEGO improve them or improve their workshop?
  - ◦ What makes it easy or difficult to influence the people we are trying to influence? What lessons can we learn from each other's experience?
  - ◦ What will we do differently going forward?
  - ◦ What will we keep doing the same?
- → Remind participants of the date and time of the follow-up workshop – it should already be in their calendars with the link.

Closing

- → Go into Google Slides, back to Slide 3 with the circle with participants around it.
- → **Share Screen** so everyone can see the circle.
- → Say we are going to go around the circle clockwise and each person should give one word about how they experienced this workshop, or how they are feeling now.
- → You could create a drum beat and encourage people to speak in time with the beat which will probably lead to lots of laughter.
- → Go around the room so everyone has spoken.
- → Thank everyone for coming and say goodbye.
- → **Share Screen** with a last slide with the date and time of the next workshop (see right).



- → Put on some music as people leave.
- → Remind facilitators and producer to stay online for debrief but that you'll have a 10-minute break.
- → When the music finishes, put on your PowerPoint slide with the timer and click to start counting down the 10-minute break.

SECTION D

POST-WORKSHOP DEBRIEF AND PREPARATION FOR WORKSHOP 2

POST-WORKSHOP DEBRIEF AND PREPARATION FOR WORKSHOP 2

(TOOL 8)

10 minutes break

→ You are using **Share Screen** to show your timer counting down the 10-minute break

30 minutes facilitators' debrief

The purpose of the debrief is:

- to find out
  - how the group discussions went;
  - what issues came up that should be addressed in the next workshop;
  - what should be done differently in running the next workshop;
- to plan
  - when and how to check all outcomes and if necessary, engage participants to ensure credibility.

→ Ask each facilitator to share how their group went; what was easy and what were the challenges in relation to what we were trying to achieve?

→ Draw out implications for how we run the next workshop and make notes on these.

→ Ask if participants in any groups mentioned negative outcomes and make a note of which groups. Check that the facilitators wrote 'negative' next to those outcomes in the Google Slide, so that you can find them and plan to discuss them in the next workshop.

→ Ask if any participants came up with a strong chain of outcomes that would make a good case study for discussion in the next workshop.

→ Ask the producer from her perspective what went well and what was a challenge; do we need to do anything differently in the next workshop?

→ If there are translators, again explore what went well and what did not, and identify the implications for the next workshop.

→ Check if anyone has concluding comments.

→ Remind the group of facilitators about the next steps:
  - that you'll be reviewing outcomes to ensure they're all credible and if more information is needed, then group facilitators will engage participants to strengthen 'their' outcomes;
  - that group facilitators will write down the significance of each outcome as discussed in their group;
  - that you will be analysing the outcomes and developing a workshop plan;
  - when is the next meeting of facilitators;
  - when is the next workshop.

→ Allocate responsibility to one person to resend the invitation and Zoom link for the second workshop to all participants.

Further preparation for and running of Workshop 2 is described in WIEGO Tool 6 in general, and Tool 8 for doing it online. The difference between the two is that in the face-to-face workshop, you all categorize and analyse the outcomes together. For the online workshop, the facilitator (if necessary, with support of others) categorizes and analyses the outcomes in advance, and from that analysis prepares to share findings and an agenda of issues to discuss in Workshop 2. This process is described in Tool 8.

SECTION E

ANNEX:
HANDOUTS

CONTENTS

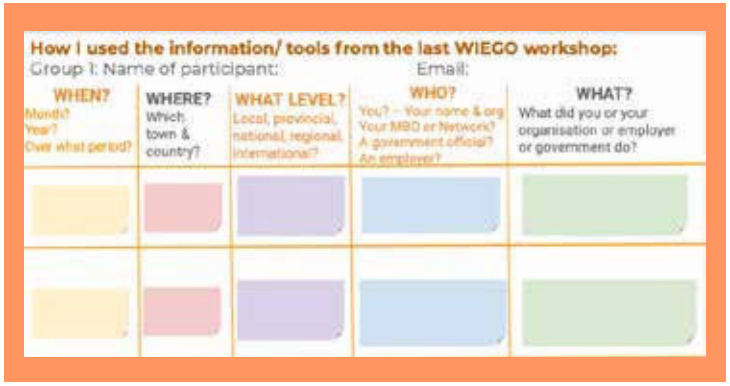
28 Handout for facilitators: Instructions for facilitating breakout groups

ANNEX: HANDOUTS

HANDOUT FOR FACILITATORS: INSTRUCTIONS FOR FACILITATING BREAKOUT GROUPS

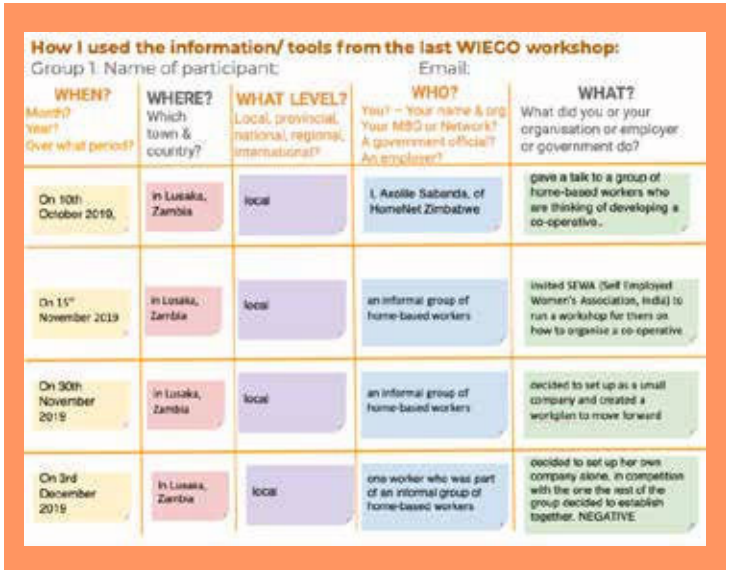
In plenary, the workshop facilitator will explain the group work, but you will have to explain again once you get into your group

1. **Once everyone is in the group, welcome them and ask each person to introduce themselves so you know who is in the group**
2. **Explain the first task:**
   - → you have about 10 minutes to think about the most important ways you have used the information or the tool from the last WIEGO workshop. Also think about if after you used it, someone else took action. Describe each action. For example, if you shared the information with your organization, did your organization do something different afterwards? Did they use it to negotiate with an employer? If the employer then agreed to change how they do something, then you'll tell us what they agreed to do differently;
   - → think about both positive and negative outcomes. A negative outcome is when someone the participant or their organization tried to influence, then took action that undermines the participant's objectives (See further in WIEGO Tool 1: *How to write an outcome* and in the illustrative template below);
   - → then we will have 40 minutes to share these stories with each other and I will write them down;
   - → we will help each other by listening carefully and asking questions, to ensure that each story makes clear when it happened, where, who did it, and what you or someone else did, so it is very clear to everyone.
   - → Then as a group we will decide whose story/stories to share when we get back together. (You will choose one person's stories from the group.)
3. **Set your clock timer for 10 minutes and ask people to start by thinking about how they used the information/ tools.**
   - → If there are participants in your group who are comfortable with Google Slide, they can write their outcomes onto the slide with their name on it rather than waiting for you to do this; you can **Share Screen** so everyone can see the slide you are going to write on.
4. **After 10 minutes,**
   - → reset your clock for 30 minutes so that when the alarm goes, you'll still have 10 minutes left to ensure everyone has a turn and all the outcomes are written up;
   - → go into **Share Screen** and pull up the first Google Slide for your group number;
   - → ask which participant wants to share first on how they have used the information;
   - → find the slide with that person's name on it:



- → As that person talks, capture the story in the format of an outcome description in the slide with their name on so everyone in the group can see it through your Zoom.
- → Ask others in the group if it is clear, if any other information is needed and make any improvements.
- → If it is not clear to you or others, how this action relates to the overall purpose of the WIEGO workshop, then ask the participant how she understands the significance of this action, and make a note of this.
- → If through this action, the group member influenced their organization or anyone else to then take action, write down that next outcome as well.
- → With everyone looking at your slide through Zoom, ensure you have all the details.
- → If they report how their actions had a negative consequence – something unintended but negative in terms of what the worker/WIEGO is trying to achieve, write 'NEGATIVE' at the end of the description in the WHAT column so that you can come back to it in your small group discussion or the follow-up workshop.
  - ◦ Alert the participant that we will discuss it then.

Here is an example of how your Google Slide might look:



- → Before moving on to the next participant, put the email address of the first participant onto 'their' slide (so that WIEGO can contact the person if any details are missing).
- → Move on to the next participant (watching your time to ensure each person gets their share of the time).
- → If your alarm goes and you're not finished, tell people we have to be done in 10 minutes; ask people to give less detail but still capture their outcomes.

5. **After 40 minutes,**

   → Ask the group which participant's story/stories we should share in plenary and check if that person is willing to do so.

   → Remind people that the workshop time is nearly over so they have to really present their outcomes as they're now written – they won't be able to tell a very long story.

   → If anyone mentioned negative outcomes, ask if we can share those in plenary during the follow-up workshop where we will be interpreting the outcomes (in Tool 8).

   → If you still have time to spare, then discuss what lessons the group draws from the negative outcome – could the participant have prevented this? Did the WIEGO workshop need to do anything differently?

6. **Thank everyone and explain that we are going back to plenary and it takes a few minutes; they should not worry if there is silence for a bit of time.**

   → Tell them there will be a 10-minute break before plenary starts.

NOTES

We will improve WIEGO's MLE Tools as we use them.
Please let us know if you have any suggestions: **info@wiego.org**

Copyright © WIEGO

This toolkit can be replicated for educational and organizing purposes as long as the source is acknowledged.

ABOUT WIEGO

Women in Informal Employment: Globalizing and Organizing (WIEGO) is a global network focused on empowering the working poor, especially women, in the informal economy to secure their livelihoods. We believe all workers should have equal economic opportunities, rights, protection and voice. WIEGO promotes change by improving statistics and expanding knowledge on the informal economy, building networks and capacity among informal worker organizations and, jointly with the networks and organizations, influencing local, national and international policies. Visit www.wiego.org.