



July 27, 2014 Dr. Bozsár Gabriella

OVB Kft.

TRAINING PROGRAM – evaluation

Schedule	Program	Goal	Preparation	Evaluation by the trainer
8:30	Setting of the room: chairs put in a circle, wrapping papers on the walls, projection	Providing participants with sufficient environment to ensure proper co-operation	wrapping papers, Flipchart sheets, laptop computer, projector	Fortunately, we were given a properly sized big room with a suitable amount of free surface on the walls
9:00	Welcome , Introduction, Introduction of the participants	Getting to know each other		
9:10	Goals of AdapTykes project and of the actual session The process of the regulated creative problem solving – Why do we need to learn about it? What is it good for?		ppt	It was important to discuss about it and clarify that it is a training that they are all interested in.
9:15	Castle wall The wall of a castle drawn as a single line on a flipchart was completed by the participants. They had to draw the whole castle and surroundings as they imagined.	Clarification of roles: the trainer provides the framework but the participants have to fill it up with its content. Their own personal ideas, common thoughts, respecting each-other and mutual inspiration by participants are important.	Castle wall flipchart	They worked actively, got more and more involved in drawing the picture, and finally a common castle (with an OVB banner on top) was created.
9:25	Workshop rules and schedule The rules of the workshop and the schedule drawn in colour on the previously prepared flipchart – trainer's presentation	Learning about the rules, agreement on them, planning of the day	previously prepared workshop flipcharts with rules and steps	They accepted and comprehended the rules, then we fixed the schedule and breaks together.



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<p>9:30 9:45</p>	<p>Creating a Vision (3 + 4 persons) The two groups get the same sets of pictures: 7 pictures out of 8 categories. They have to pick one picture out of the all categories that will symbolize the team a) at this moment (one of the groups), b) in the future (this is the team that involves the leader</p>	<p>Goal: Creating an integrated Vision, to get to know each-others' ideas, getting the right hemisphere of the brain started through symbolic thinking</p>	<p>Pictures (30x30 cm on cardboard)</p>	<p>This exercise turned out to be extremely successful. The team dealing with present made their decision very quickly, whereas the other team argued on future a lot more but finally they reached a consensus.</p>
<p>Coffee break</p>				
<p>10:30 10:55</p>	<p>Affinity diagram – Question of cards / Exploration of the factors affecting the theme Question: -What factors do we have to deal with? -What difficulties do we have to face to? -What do we have to change in our everyday operation? 1. Individual collection 2. Placing grouped 3. Giving the groups names</p>	<p>Detection of all symptoms and problems showing inefficient and insufficient operation. Grouping the similar, connected or correlative problems. Placing and grouping were put int he same step in order to save some time.</p>	<p>Wrapping paper sheets on the walls, post-its, oval shaped modulation flashcards, pens</p>	<p>It was very difficult for them to write symptoms and problems on post-its without keeping on thinking about them further on. It was hard for them not to write their desires and proposals for problem solving although we have thoroughly discussed about the process of problem solving before. I have asked them several times to write down their conclusions and solutions.</p>
<p>11:15 11:35</p>	<p>Interrelationship digraph Which is the most important theme that many others depend on?</p>	<p>The recognition of the connection between problems, searching for the root cause. It is time to set priorities: We are going to work on the second basic theme.</p>	<p>apping paper</p>	<p>One of the participants started and went through all themes. They were all shocked when it came out that the root cause became the 'deficiency of leaders'.... ☺ 2nd: 'unclear processes' And finally, of course all arrows went towards 'insufficient results' (sales)</p>



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	Presentation of the Trainer: Other problem detecting methods: 5 Whys /Creative pictures, collage , Brainstorming, Mind Map, Focussing, Fishbone diagram	Brief presentation of other methods for detecting problems.	ppt	
12:00	Lunch break			
12:45 13:00	Energizing participants There is a ball given to the next person in a circle. They must repeat it several times and they have to find out how to reach a better circle time	To reduce being sleepy after having lunch using an active process through motion and challenge	a tennis ball	They are creative, so they found out how to do it faster, and they really wanted to do it faster.
13:00 13:10	Search for solutions Brain writing pool – for 2 main topics (root causes) Everybody is given post-its. They can write down their own ideas (1 idea per post-it) about any topics. When ready, they can place the papers on the flipchart and then can take a blank piece- only in silence. During the writing process they can read and develop each-others' ideas. They can continue writing until they are having any further ideas.	Search for solutions for the two root causes (deficiency of leadership and processes)	Names of the topics on 3 flipcharts plenty of post- its cards, colourful papers, glues	There were very few creative ideas; they rather came up with the usual things that we have already discussed about. They can hardly leave their old structures behind, and sometimes it is impossible for them. It is very difficult to make them not to speak or argue, and not to influence each-other at this phase.



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	Presentation by the Trainer: Other problem solving methods Different types of Brainstorming 5 'How's / Scamper / Mandala method	Looking for other solutions, introducing methods for collecting ideas	ppt	
14:00	Coffee break			
14:15	Working in small groups Each topic is given to small groups of 3 or 4 persons. Aspects: Setting a SMART goal with its features and expectations./ What do we need for that? Field analyses: helping and hindering forces	Evaluation of suggestions for the solutions, selection, forming goals, preparation of planning of the activities	One topic is divided into 3 areas on a flipchart	It was hard to understand 'the SMART goal'... One of the groups had difficulties with the aspects and details, and they spent too much time on relatively less important things (it was the effect of a dominant and destructive member of the group). We must not give them too many questions to answer at a time. We should do the exercise together helping by the trainer. (The other group worked well and they asked for help when needed.
15:00	Coffee Break			
15:10	Vernissage 1. The groups evaluate each-others job: they can indicate their likes and dislikes using red and black flecks, and of course they can give their additional opinion about the things placed on the flipchart. 2. Brief discussion about both topics together	This is an event to make sure that every participant can share his/her opinion, aspects and ideas with others, to give their input, and to be able to ask questions from each-other about planning activities.	small black and white flecks	Where the development of the topics was not sufficient it was difficult to make a decision about what to achieve relating to that particular problem.



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15:50 16:10	Project Planning 1. Introduction by the Trainer: Setting activities and sub-activities Participants grouped in small teams make a list of the necessary actions	Goal: To create a structure of the collected activities needed to achieve goals	Charts on A4 sheets	One of the groups –the one that stayed in the process throughout the whole activity– was able to set the first necessary steps. The other one –thanks to a destructive member of the group- got involved in a quarrel regarding a topic quite independent from the actual theme but finally they were able to list some activities with the help of the trainer.
	Project Planning 2. Introduction of the Gantt diagram (by the Trainer) To write the needed time and the responsible persons in the Gantt diagram	Goal: Learning time management through using a Gantt diagram	Charts on A4 sheets	We did not have enough time left for this activity.
16:45	Other methods for action planning: RACI matrix Action cards Collective notebook		ppt	We had only a few minutes to go through these methods
17:00	Closing Evaluation of the day			



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