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Change Game online workshop 3 hour 2020 Actee™

Practical stuff before the session

You

To be able to facilitate this session and get accredited, you need to be presented on our homepage under partners and you as a person must be presented as an Activist certifier. This means your name must be marked with a sign saying able to certify. Please check here:

/https://Actee.com/partners/ press certified consultant in the menu under the picture.

If your name is NOT presented, first thing is to check if you have registered as a certified consultant https://Actee™ .com/faq/#howdoiclaimmyfreeconsultantaccessandpartnermodule Then make a contact to info@Actee™ .com to ensure you have been granted access as a Actee´vist certifier.

I have got a lot of inspiration from Lars Hoffmann who have written a great piece on how to facilitate online:

https://medium.com/@larshoffmann/the-facilitation-of-online-learning-c79ac0504628

Remember to make clear references to Actee or Lars Hoffmann if you use the inspiration😊

Some practicalities related to the online session and your meeting tool:
Before you move on you need to consider what tool you will work in, you might know this already then skip this part.
A few tech advice from Actee would be to look for tools containing at least these elements for a 100% online facilitation:

- Breakout rooms options. This will allow you to let participants work in groups as if they were participating in a classroom setting.
- Admin overview allowing you to see participants raise hands if they want to communicate with you or some other participants
- Chat box option.
- Poles to get instant feedback from participants on subjects
- Different scenes for presentations and for sharing screens
- Sharing screens

We also found this list of tools you might want to look at:
https://www.g2.com/categories/virtual-classroom

Gartner has this rating of meeting tools:

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https://www.gartner.com/reviews/customers-choice/meeting-solutions

Our preferred tool and the tool we use at Actee for our certifications are:

- Adobe Connect.

Consists of all the necessary tools above. Works very stable and is probably one of the most used tools for the purpose.

Fine more info here: https://www.adobe.com/products/adobeconnect.html

This script is for a 3-hour process.

(you can combine it with other concepts like change, leadership or communication, or even game builder and more to come)

This script book is for 3 online session. You might want to add a reinforcement activity after the session onboarded by the system by adding this into you session.

We strongly advice facilitators to add more elements or columnize the content of the session to the need of your clients and only see this as a inspirational script book.

Your prework as the facilitator

You need to know the game😊
You need to purchase a session and adding the game in. this will take you through a flow asking all the questions you need to know of prior to your session.

Any problems contact Actee™. Phone 0045 70707505 or write an email info@actee.om or hit the chat in the lower right corner of any Actee page.

General notes

Actee has + 50 games ready for you to use. There are 4 elements you need to pay attention to:

1. The storyline needs to be aligned to the context of the players. Most games cover some situations if not then consider building a game. Its free and done in the game-builder toll.
2. The theory in the specific game. Also remember you can change theory by creating your won game.
3. The time span of a game is measured in 2 ways. if participants are playing single player or team challenge game mode. (find more info here: https://actee.com/faq/)

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4. Long games have facilitation guides including theory background and are to be fond in the session builder when you prepare in the system.
5. Remember there are more than one game board some games are related to a Change board, some to leadership game board others to a communication game board.

You can use this script-book for all game boards.

You can also chose to add a faster game and spend more time on introducing the theories or use some of the other tools instead of playing the full version. You might also make a shorter game yourself.

Enjoy the process.

Regards from Leif / founder and a happy learner of Actee™

Agenda

Agenda (3 hours):

1. Intro to the theory using Change Live
2. Log in to the team challenge game
3. Play chapter 1 - Session view
4. Play chapter 2 - Session view
5. Play chapter 3 - Session view
6. Ending

Practical information to send in your mail.

Link to the connection tool
Date and time

Backup phone participants can call if they have issues

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Timetable

Time minutes	Module	Notes
15	Welcome and intro /who is in the room	Expect some technical issues from participants who cannot get in to your session (NOT ACTEE)
15 (30)	Intro to the theory using Change Live	
15 (45)	Log in to the team challenge game	
45 (1.30)	Play chapter 1 - Session view (break out session)	You follow in the session view
10 (1.40)	Coffee	
45 (2.25)	Play chapter 2 - Session view (break out session)	You follow in the session view
30 (2.55)	Meet in the plenary session Facilitation questions and reflections	You show the session view allowing all participants to see results from all groups
5 (3.00)	Ending. Recap results and reflections questions	
Homework	Play chapter 3 - Session view (break out session)	You follow in the session view
	Recab session or send questions to the groups after	

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Element: Welcome and intro		
Overall time:	15 minutes	
Learning goal:	To familiarize the participants with each other and the tech Actee™	
Other goals:	To get the participants to reflect and to introduce their expectations To introduce the participant and the consultant To go through the program To create a focus on change	
Flow		
Time	Welcome and intro	Materials
15 minuts	**Process:** 1. (2) The consultant welcomes the participants to the course and introduces him/herself. After that the consultant gives a brief introduction to Actee™ change. 2. (2) You can consider showing/ share one of the theories you are going to use in the game. 3. (2) Ask participants what element/headline they relate the most to as in their everyday work life. 4. (9) Ask everyone for their name and stress level in to the chat. Alternative welcome: 5. Ask to write in the chat. Name, business line, and city. 6. Show a world map and ask everyone to point the place of origin or work or best place to be. 7. Consider adding participants into brake outs and ask then to talk if they join in before the start. This can create a connection feeling amongst participants. **Some historical information on Actee you might want to use.** 8. Actee™ was developed in 2010 for an international company, which already had a Change Management Toolbox, but it was not used actively in the organization. They wanted an interactive access to the toolbox through a game or a simulation. 9. One of the criteria for Actee™ Change™ quickly became that it had to encompass several theories at once. Since then, it has been a goal for Actee™ change to gather the theories, not for the sake of the consultant, but for the leaders, who must find their way around all the theories. 10. There are many religions, when it comes to Change Management. But Actee™ change is not tied up on a specific theory. We use the theories that we like, and which describes Change Management	www.Actee.com/ conslutancy www.Actee.com/ business www.Actee.com/ university

|		from different angles. The Actee™ Change™ project is about embracing as many change perspectives as possible. 11. Actee™ Change™ was originally a game. Today it is a whole concept. The game part has been modified, and we have tried to create a simulation as the interactive focal point.	
Fokus			
Focus point:		The participants can have different reservations if they already have a theoretical focal point.	
Focus:		To create an open space for leaning and create a practice community allowing us to get to know the tech. Share the story of Actee™ vision to change the world using games and online tools. Leif, the CEO of Actee™, had a dream of providing solid academic research in a fun and more easy way to a global audience. Since Leif suffers from Dyslexia, games and tools online provide a perfect frame to learn without writing and reading. This turned out to be a perfect approach to corporates who want to create an easy transfer from workshops to everyday work-life.	
Focus:		Maybe clarify what the learning goals are for the certification. E.g. Trainers Universe.	

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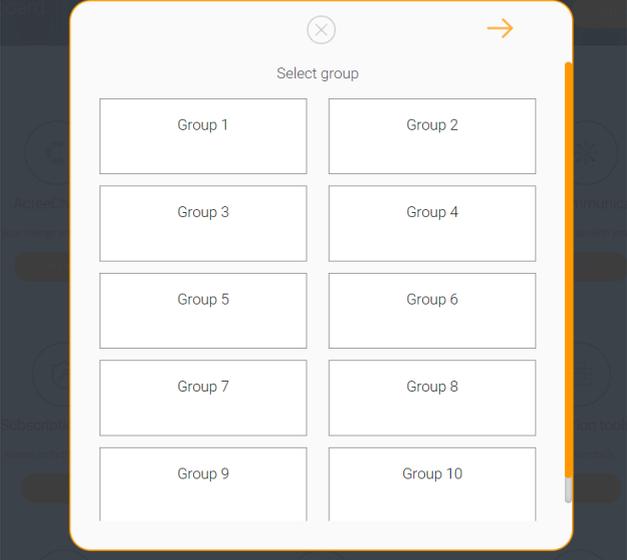|	Element: Intro to the theory using Change Live	
Overall time:	15 minutes	
Learning goals:	To give the participants an overview of the theory in the game	
Other goals:	To let the participants, get a brief and light understanding To let the participant, see and get familiar with Actee™ tools since they have access to them.	
Flow		
Time	Element	Materials

15 min	**Process:**
	   1. (2) Share you screen
	Log in
	Go to Actee.com
	Go to dashboard
	Go to Actee change
	Go to change Live
	Show one of your projects in Change live.
	
	   2. (3) Explain the elements
	Explain boat
	Explain participants
	Add Rick Maurer
	
	   3. (5)
	Ad rick Maurer on to the board.
	Explain the game choices are related to a specific part of the circle and game.
	Choices made at the right time will have larger impact on people in close to the choice made (remember choices are reflecting a specific place in the theory) .
		Go to [www.Actee™.com](http://www.Actee.com)
		log in.
		Session ID
		
		PC works best
		
		Make sure you have created a change live project you can use.
		
		Facilitation guide.
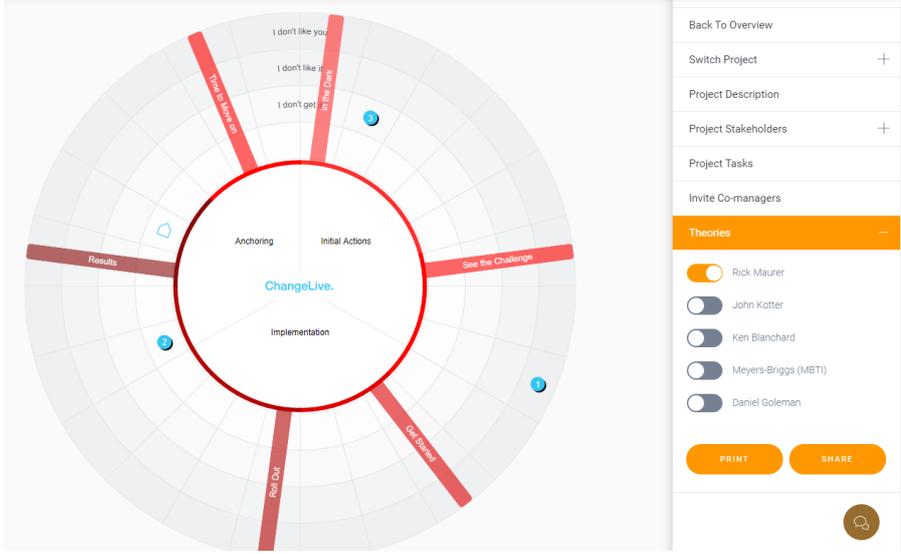
If you are short on time only show one theory.

4. (5)

Explain the resistance levels.

Looking the facilitation guide for info and background or get the book from Rick Maurer. https://www.rickmaurer.com/home/

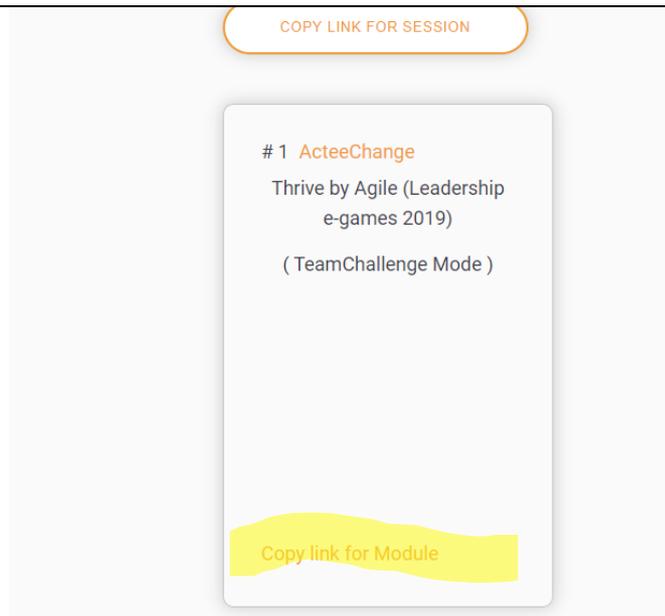| Fokus	
Attention:	The participants should have a sense of overview – not experience confusion.
Focus:	It is good if the participants gain knowledge about the online terminologies and what can go wrong. Always move back to dashboard and forward to session list or session view.
Focus:	They participants should understand the modules in the composition/session. They should be able to use all the technologies, even if they do not need it. It is their job to work with the concept after the certification.

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Element: Look into a session on Actee™ – user exercise	

Overall time:	15 Minutes
Learning goals:	Start the game .
Other goals:	To let the participants start playing

Flow		
Time	Element	Materials
15 min	1. Start Work in Plenum 2. Share you screen and ask everyone to follow you at the exact same step. 3. Ensure everyone is added in the right group. 4. 5. Send the link to your game module in the chat.	Go to www.actee.com log in. Session ID Use Mobiles or tablets or PC

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COPY LINK FOR SESSION

1 ActeeChange

Thrive by Agile (Leadership
e-games 2019)

(TeamChallenge Mode)

Copy link for Module

Note you can get the module link from your session view.
Go to dashboard
Go facilitation tools under admin
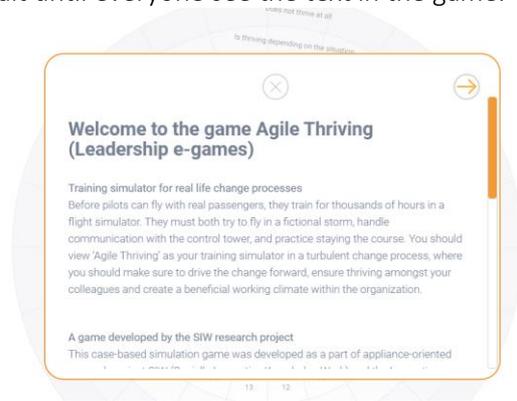Go to the session list
Find your session
Press on session view
Click next
Click on the link to module

6. Wait until everyone see the text in the game.

Welcome to the game Agile Thriving
(Leadership e-games)

Training simulator for real life change processes
Before pilots can fly with real passengers, they train for thousands of hours in a
flight simulator. They must both try to fly in a fictional storm, handle
communication with the control tower, and practice staying the course. You should
view 'Agile Thriving' as your training simulator in a turbulent change process, where
you should make sure to drive the change forward, ensure thriving amongst your
colleagues and create a beneficial working climate within the organization.

A game developed by the SIW research project
This case-based simulation game was developed as a part of appliance-oriented

7. Show the game team challenge game mode play process. Log in
using your mobile to explain how the process works when to
participants are in the same group.
Remember:
   - Crown function- can implement for the group
   - Everyone has suggested a choice before the discussion starts
   - Read the result text

8. Ensure to show the navigation buttons,
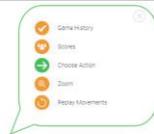
9. The result text and the score.
    Group score is the group together against the other groups
    Your score is the first choice you suggested in each round. It can be
    better or worse than the group score.
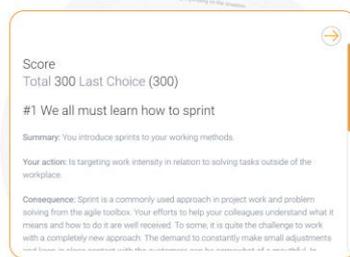
10. Direct everyone to proceed with readings
11. Add participants to the brake out sessions direct them with 10 min
    time to read.
12. Start making choices and ask them to raise their hands allowing you
    to know if they have issues. Or questions

Info on game modes:

Team Challenge
The Team Challenge is the best way to play and facilitate Actee™ games. In
this Game Mode, you and your participants must be divided into groups of
typically 4-5 people. Throughout the game, participants must first make
individual choices and then turn their attention towards the other group
members and find the choice they can agree on to the largest extent.

This way of playing takes a little longer than the other game modes but
makes up for it by providing invaluable learning for the participants. The
exercise of picking an individual choice and then argue as to why this is the
better choice adds another layer to what participants learn from the game.
Personal experience can enter the game this way, which helps on the
exchange of knowledge and information.

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	Note data is also collected for strategic use in learning for user, and organization. **Battle Mode** The Battle Mode is what you need when you want to spice up your game with a little competition. This type of game is played just like the Single Player. However, scores will be kept all the way through the game, and you will be notified whenever you take the leader - or lose it to one of your colleagues. This Game Mode is perfect for when you are introducing others to the game or if you are playing in a small group of people. **Single Player** The Single Player mode is perfect for when you are playing on your own. This Game Mode is stripped of fancy features and will only focus on the choices you make throughout the game.	

Fokus	
Attention:	How to make a session https://actee.com/faq/#session (remember to create a session with access for people who have payed) Go to Actee.com Go to facilitation tools Create a session ID and follow the steps Use the session ID **The easy way to create a session for you as a facilitator.** You can also just start the session flow from www.actee.com/games Find the game you want to use
Focus:	Ensure everyone know the game flow
Focus:	The participants should understand how the game works.

Play chapter 1

Overall time:	45 minuts
Learning goal:	Playing the game and getting familiar with the storyline
Other goals:	To make sure the participants experience that it is okay to click around in the case and see what happens. Be able to get the process in groups back on track.

Flow		
Time 30 min	Element	Materials
	The participants play the team challenge game mode.	
	Do not disturb to much	
	Is a group is fast let them start the coffee - brake	

Focus	
Attention:	The participants must try themselves both play and introduce. It is an individual exercise.
NOTE	Show the participants that a story can develop in many different directions (in the new cases).
NOTE	The participants must know that the simulator is reacting according to the game's theory (Maurer's and Kotter's theory and Goleman's styles) + a storyline, which is based on the experiences made in the research phase for the case.
NOTE	In the game you choose a style towards one person, this might only affect the one person, but sometimes there is also a side effect on the rest of the group (in the new cases).
NOTE	You can explain that each character has an MBTI profile, and that it influences the way the character interacts with the story line. There has been made as many links as possible to the typologies.
NOTE	There are some technical questions: For example: F11 – full screen and reading it on the screen. Language in case and language in interface (look at the globe intop of the screen) Explain all navigation buttons.

Coffee time

Overall time:	10 minuts Call everyone back to the plenary session. Ask for questions and give 10 min brake. Be back time - in the chat.

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Play chapter 2

Overall time:	45 minuts
Learning goal:	Digging in deeper to game and learnings
Other goals:	To make sure the participants experience that it is okay to click around in the case and see what happens. Be able to get the process in groups back on track.

Flow		
Time 30 min	Element	Materials
	The participants play the team challenge game mode.	
	Do not disturb to much	
	Is a group is fast let them start the coffee - brake	

Focus	
Attention:	The participants must try themselves both play and introduce. It is an individual exercise.
NOTE	Show the participants that a story can develop in many different directions (in the new cases).
NOTE	The participants must know that the simulator is reacting according to the game's theory (Maurer's and Kotter's theory and Goleman's styles) + a storyline, which is based on the experiences made in the research phase for the case.
NOTE	In the game you choose a style towards one person, this might only affect the one person, but sometimes there is also a side effect on the rest of the group (in the new cases).
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NOTE	There are some technical questions: For example: F11 – full screen and reading it on the screen. Language in case and language in interface (look at the globe intop of the screen) Explain all navigation buttons.

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Element:	
Facilitation of the game using the session view	

Overall time:	3o minutes
Learning goal:	The participants get a chance to practice facilitating the game using the session view.
Other goals:	The participants get a chance to try on the facilitator's role using tech.

Flow		
Time	**Element**	**Materials**
5 minutes	In plenum have a look at the session view.	
10 minutes	In groups break- out rooms Prepare facilitation questions out of what you see on the screen. What would you like to talk about?	
15 minutes	Writhe them in the chat Answer the questions in bulk Ask the groups scale questions like From 1 to 10 use the guide for specific questions. Ask to elaborate on questions from the chat.	Use the facilitation guide go to the questions related to the chapters Or go to the back of the guide to find more questions
5 minutes	Learnings What was useful to your own worklife	

Focus	
Focus:	The participants must get feedback on their ability to reflect on the games. The consultant only interrupts if someone does not understand something specific. Remember: It is important to let the participants speak. Talk as little as possible, only interrupt if something important is missing, such as: coaching choices, focus on the wrong ones or the like. The more they practice, the more skilled they are at the end of the course.

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Element: Wrap up and homework (chapter 3)		
Overall time:	5 minutes	
Learning goal:	Ensure they know they need to meet to play the past chapter-	
Other goals:	Get feedback	
Flow		
Time	Element	Materials
5 minutes	Ask everyone to write the feedback in one sentence What was useful for you own situation What do you need to know more about? Let åarticipants know when you will send them an update and when they need to have played the last chapter Send them a mail with results. Remember they get a personal profile after each game. Show them the leadership egame page www.leadershipegames.com free to play.	
	Ensure they know who to get the Book on the theories	

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Extra elements

Element:
How to make a session using the session creator.

Overall time:	5 minutter	
Learning goal:	To make sure the participants know the session creator	
Other goals:		
Flow		
Tid	Make a session	Materialer
5 minuts	State: Let´s imagine we are preparing for a real session. Go to www.actee.com Or go to game and tarts the process directly from games: Go to admin Go to facilitation tool Go to session creator Start the guide Everyone makes a session By following step by step on the screen. Ensure everyone is following. Step 1. Choose the subscription to make the session on. Choose demo for e.g. sales and demonstration purposes. Demo is not for commercial use. Actee monitors demo and if you do a demo, we expect to get a sale out of it, same as you do. If you make money Actee expects to do the same.	.PPT Who are you?
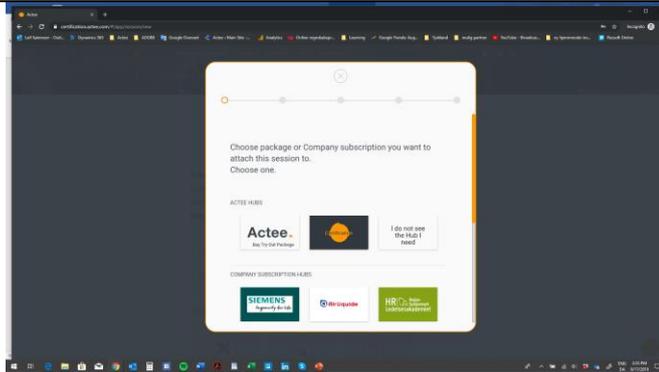
The subscriptions you have access to will appear here.

You can even create a new subscription, or you can call us to help you.

If you don't see the subscription here, you are NOT a super user on the subscription.

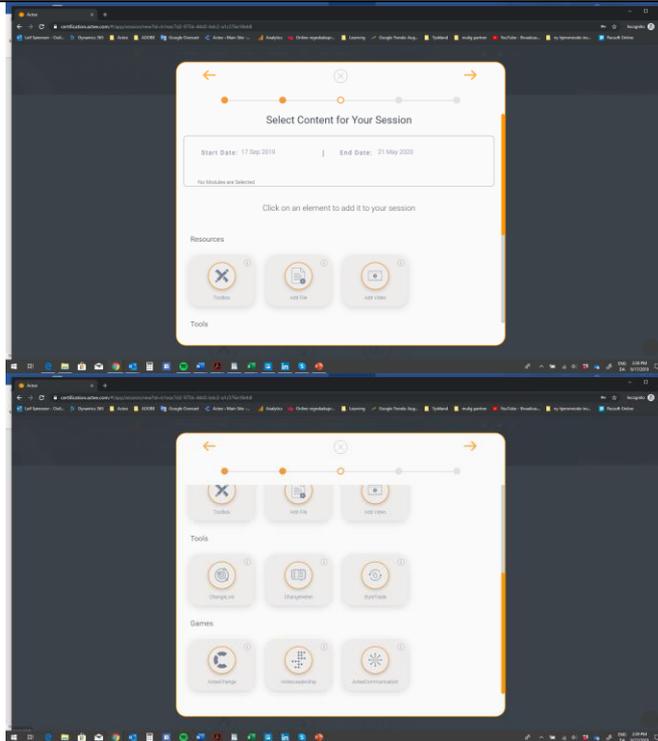Enter a name remember it has to be easy since participants have to be able to type it in.
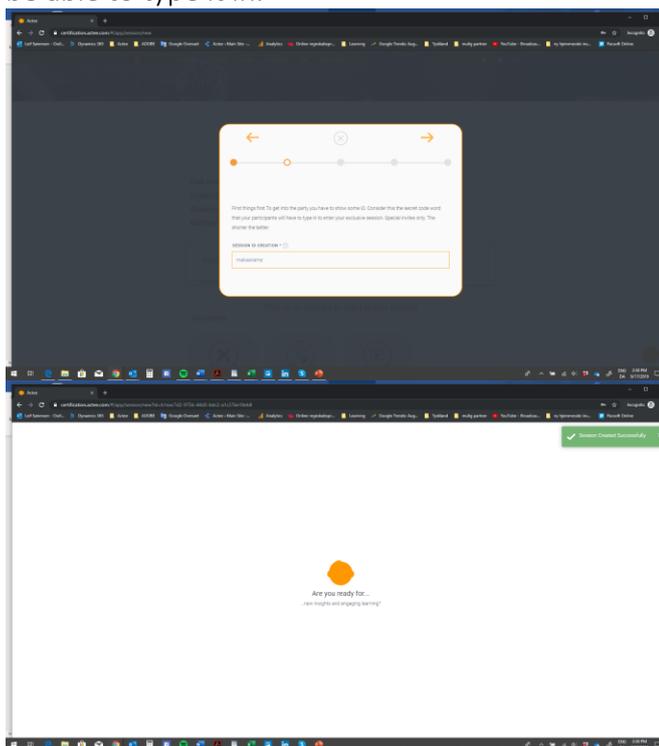
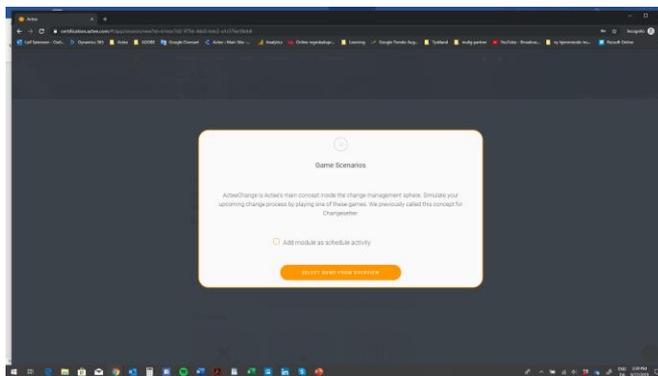Stop at the game selection page to talk about other tools.

Tell about the tools in short.
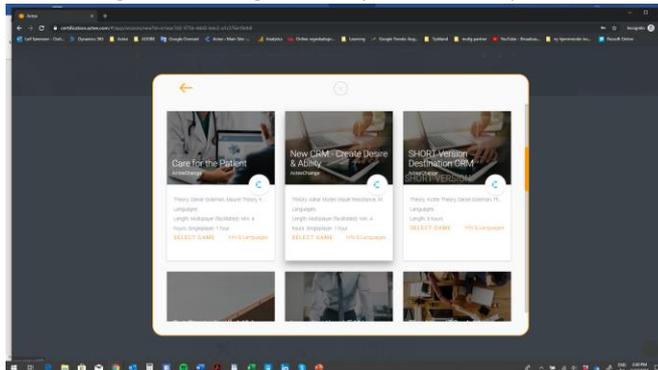
Choose a game / everyone can choose any game.

Scheduled interaction is to get the system to autogenerate an invite great as pre or post activities.

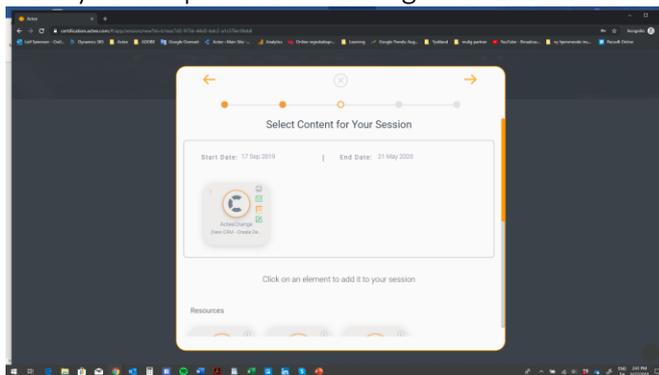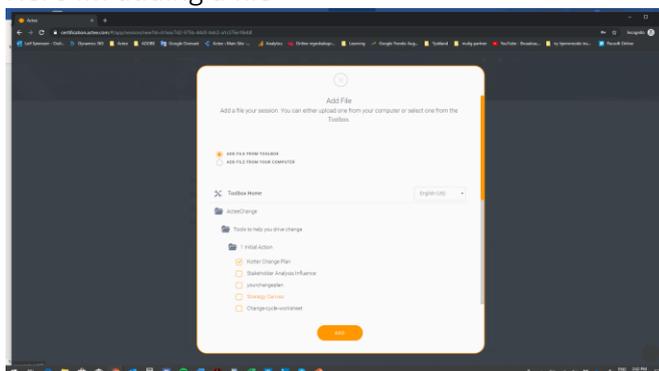Select a game / length, story and theory.

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NOTE Game modes.
Team challenge is for workshops
Single is boooorring
Battle is for pre and post
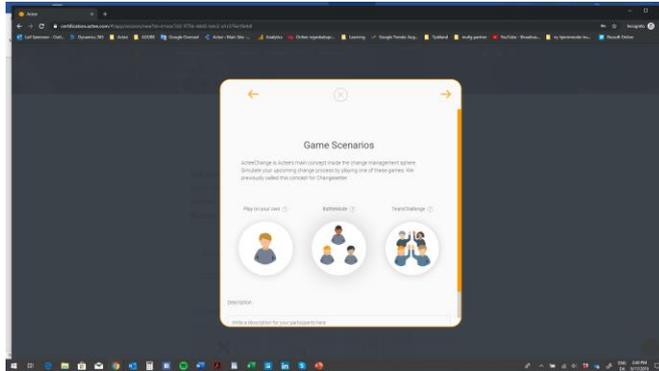
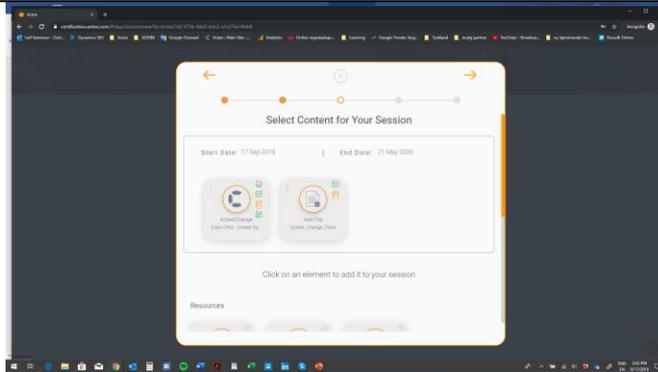Here you can print Facilitation guides and handouts

And you can add other modules into your session:
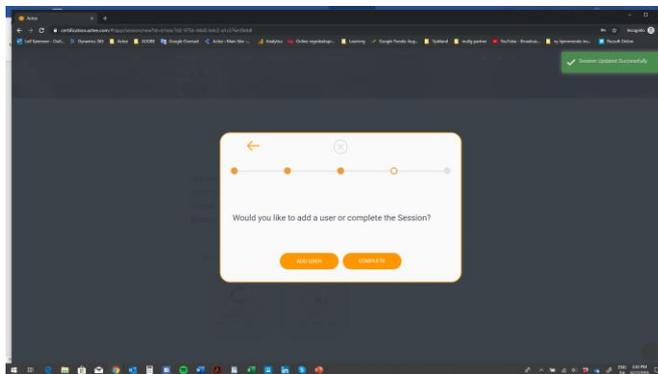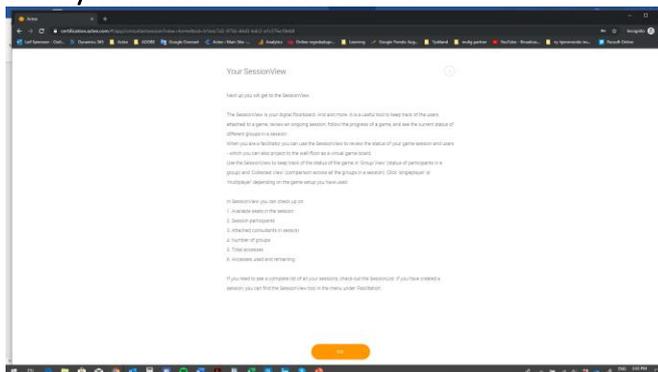Here Im adding a file

Now there are 2 modules

Check if everyone is following

Complete

Briefly talk about the session view:

Done.....

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Element: Actee™ Change™ Tools		
Overall time:	90 minutes	
Learning goal:	To teach the participants another method to transfer the learnings from Actee™ Change™ to their own case and use other tools available.	
Other goals:	For the participants to see another transfer method, which can be operated as you go along – either inside the organization or together with the coach.	
Flow		
Tid	Element	Materials
	The consultant logs on to Actee™ Change™ Live. Project the screen.	

5 minutes	The participants are presented to the Actee™ Change™ interface.
	 Show the 4 groups
	 3 tasks for 4 groups.
	  Group 1. /ChangeMeter
	   Send invite to all in the group
	   Prepare a presentation for the group
	
	  Group 2. / Actee™ live
	   Send invite to all in the group
	   Prepare a presentation for the group
	
	  Group 3. / Create a multiplayer session
	   Create a log on flow for the group
	   Using a very short game "Maria"
	   Note the session view (to be used in the demo session)
	
	  Group 4 / examine what is a hub and what will et look like
		Tasks are to be found in the PPT
		
		Can be printed
		
		3 pre-defined cases

30 min	The participants pair up create the tasks. Go to the Dashboard Go to change Open ChangeMeter Create a ChangeMeter. Send the changeMeneter to the group member. The pair gets time to see, what has been added to the project.	

15 min	30 min presentation
	  Group 1. /ChangeMeter (15 min)
	  Show the results and key learnings
	  Q&A
		-

15 min	Group 2. / Actee™ live (15min) Show the projects and the next step in the change.	-

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	Q&A	

20 min	play a multiplayer game
	        Group 3 makes the introduction to game for the group (5 min)
	        Start playing (10 min)
	        Wrap up in the session view on the projector.
		-

10 min	Explain and show the OWN subscription functions / what is the benefit for The company The user The consultants Note / Data section and leadership profile Build your own games and tools Ad in your own theory and gain data on your own models and theory.	
10 min	Q&A for the process	

Focus	
Attention:	There might be suggestions for improving the tools. This should be received positively, and the consultant writes the suggestions down.

Element: Play a battle mode game - user exercise	
Overall time:	30 Minutes
Learning goals:	To give the participants an overview of the process in an Actee™ Change™ workshop.
Other goals:	To let the participants, get to know the tool before you start a team challenge game mode and focus on the facilitation part. To let the participant, see how change management is, and should be, supported by many types of tools, theories and materials.

Flow		
Time	Element	Materials
30 min	Start in Plenum (let a new person log the rest on) Open for a session and let everyone log into the session. Go to Actee™ .com Use the session ID Choose a group / play as team challenge Show the session view on the screen to see when people log in. Everyone plays a battle-mode-game	Go to www.Actee™.com log in. Session ID Use Mobiles or tablets or PC

Focus on comparing score and showing other players situation by clicking on the symbol and seeing other who are locked in.

Discuss the context setting for the battle mode games (social engaging games for pre- and post activities. You can take a look at the CLIC model here
https://Actee™.com/news/news-blog/stop-putting-all-your-learning-eggs-in-the-online-basket/

Wrap up on the Battle mode game / what is the different between battle and single and Team player. Move on to the facilitation of a short game using the battle-mode.

Touch, what can go wrong in a real session!

Team Challenge
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Note data is also collected for strategic use in learning for user, and organization.

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Single Player

	The Single Player mode is perfect for when you are playing on your own. This Game Mode is stripped of fancy features and will only focus on the choices you make throughout the game.	

Fokus	
Attention:	The participants should have a sense of overview of game modes and context of use – not experience confusion.
Focus:	It is good if the participants gain knowledge about the online terminologies.
Focus:	They participants should understand the modular in the composition. They should be able to use all the technologies, even if they do not need it. It is their job to work with the concept after the certification.