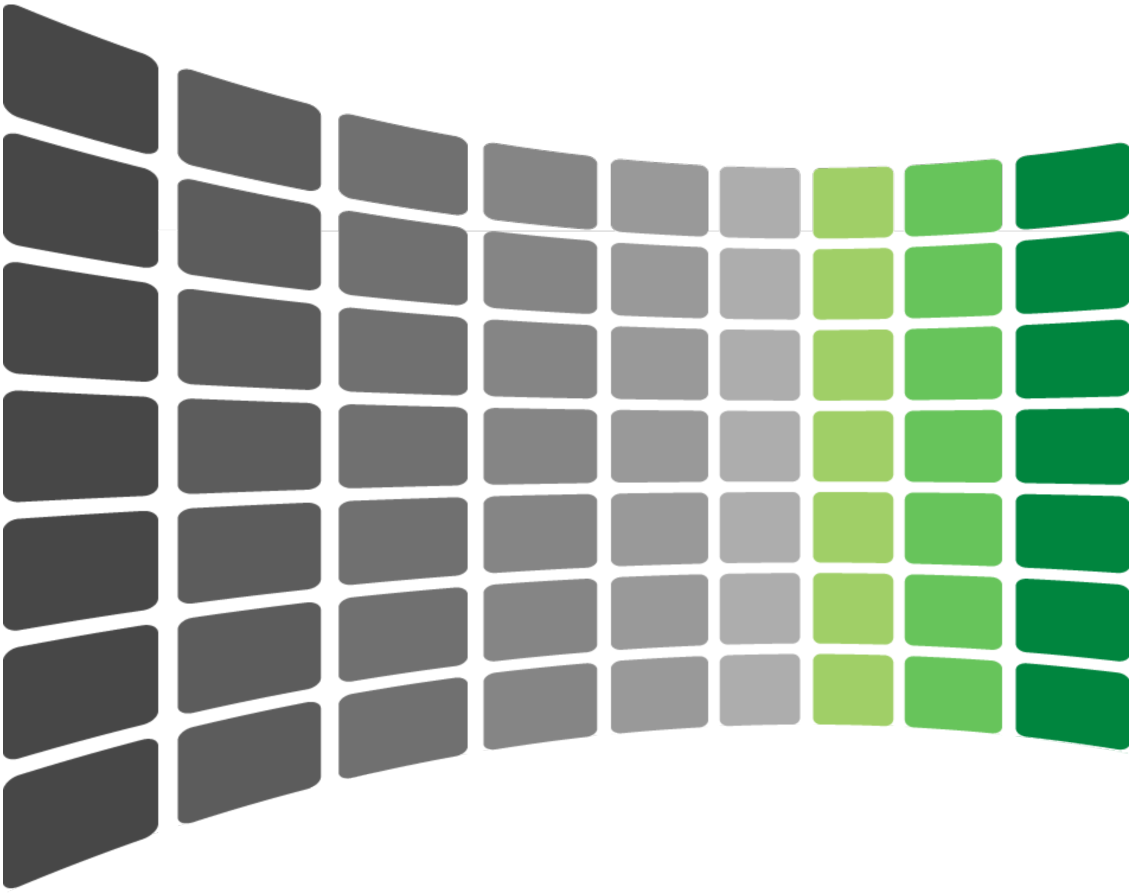
prendo

xCHANGE Simulation

Key Steps Guide



Key steps for preparing and running a workshop

STEP	TIMELINE	ACTIONS: PRE-WORKSHOP
1	3-6 weeks before	Order passwords from Prendo, specifying which simulation ("xCHANGE"), the name of the workshop, the date(s) for the workshop, the location and the expected number of participants and teams.
2	2-3 weeks before	Prendo sends 3 lists of passwords: TESTs (to check the technology), WARMUPs (for teams to do a quick practise run, optional) and WORKSHOPs for the full run of the simulation.
3	1-2 weeks before	Using the TEST passwords, check the hardware that will be used for the simulation workshop. See "xchange technical test" page. If using students' laptops, send them the link to download the simulation player; see "xchange simulation player download" page.
4	1 week before	Print the documents that will be needed on the day of the workshop. See "xchange project notes" and "xchange warmup" (optional) pages, and password sheets.
5	2-7 days before	Distribute the briefing document (see "xchange project notes" page), asking participants to spend 10-15 minutes reading it.

STEP	DAY OF WORKSHOP: CLASSROOM INTRODUCTION (30–40 MINS)
1	30 mins: Lead classroom introduction to topic & simulation scenario with all participants; see "xchange intro slides" page.
2	10 mins: Demonstrate simulation software using either the demo video (see "xchange demo video" page), or doing a live demo (with a 'demo' password).

STEP	DAY OF WORKSHOP: SIMULATION RUN (130–150 MINS)
1	35 mins (this is optional, since the classroom demo may be enough for participants to understand how to use the software): Distribute the WARMUP instructions (see "xchange warmup" page) and ask teams to go through the WARMUP exercise. Then ask teams to prepare their strategy. Collect the WARMUP instructions (since they are no longer needed).
2	Distribute the WORKSHOP passwords, ask teams to login to the full session, and tell them the timeframe in which they need to complete the exercise (typically, 120 minutes).

STEP	DAY OF WORKSHOP: SIMULATION RUN (130–150 MINS)
3	First 15 mins: Check that all teams have started the simulation (either by looking at the report, or at their PCs). In the report, refresh the browser window to get the latest information on where all the teams are in the simulation.
4	First 30 mins: help teams with any specific questions they might have about the simulation functionality.
5	After 50 mins (optional): MID-POINT REPORT: participants can leave their simulation sessions logged in. Briefly show the Summary report and the Score Evolution report (see 'report guide' below).
6	Ask teams to resume the simulation.
7	Continue to observe all the teams' progress using the report
8	About 30 minutes before the end, remind teams about how much time they have remaining.
9	Whilst it is not essential for all teams to reach the finish, it is useful if they can reach the end, since they will see the boss' final opinion and a corresponding news article.
10	Once each team has finished the simulation, ask them to answer the 'debrief questions' (in the simulation itself) as a team for 5-10 mins
11	Once all the teams have quit the simulation, refresh the report to get the final set of information on where all the teams ended up in the simulation.

STEP	DAY OF WORKSHOP: CLASSROOM DEBRIEF (30-50 MINS)
1	Lead the debrief discussion using the DEBRIEF slides (see "xchange debrief slides") and the simulation report (see 'xchange report guide').
2	Explain the various reports (see 'xchange report guide'), including the summary report that shows which team(s) had the best outcomes.
3	Conclude the simulation workshop with teams presenting their key lessons, and the trainer using the DEBRIEF slides.