

Mission Team Online Workshop (M&P)

Instructions for Moderator & Participant

Great! You will **co-moderate** the upcoming Mission Team Workshop alongside the avatar Lynn while **also participating as a team member**. You will **not have a content-related role** but will simply support Lynn by starting videos and unlocking tasks, in which you will also participate as a team member. **Please read the following instructions carefully.**

1. Before the workshop

Before attending this workshop, each team member – including you as both moderator and participant – must complete a **short visual questionnaire**, the Visual Implicit Profiler (VIP). This takes only **5 minutes**, during which you will select graphic symbols. **No personal data is required.**

Once completed, you can download your **personal strengths profile**, which will also be sent to you by email. Please review it carefully and **bring a copy to the workshop, ideally as a printout.**

Important! The questionnaire must be completed on a **PC or tablet** (not on a mobile phone), **alone and in a quiet environment**. Use the **VIP link** and **VIP access code** from your invitation email, as explained in the following animation.

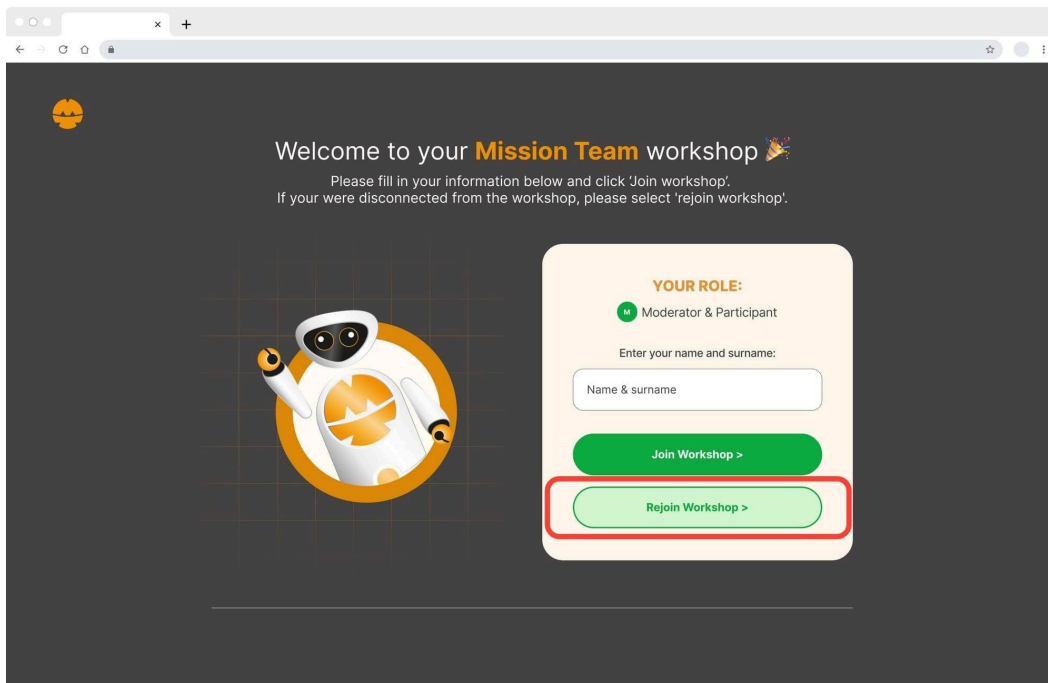
2. Start the workshop

1. To start the workshop, click on the **Moderator & Participant** link in your invitation email.
2. Enter your first name and last name and click **Join Workshop**.
3. In the following **Getting ready** room, the set-up of your **microphone and camera** will be tested.
4. In the following **Waiting room** you should wait for all participants to join the workshop. All participants will have received an email with a **Participant link** allowing them to join. You may also find this link in the e-mail that was addressed to you.
5. Once all participants are present, which you see on the **Waiting room** screen, click **Start Workshop** and follow the instructions.
6. To get a better understanding of how the workshop works, we recommend going through our 5-minute **Workshop Demo**. To access it, please click **HERE**.

- 7. Important!** Each team member needs a **smart device** and **internet access** to complete the tasks in the workshop. The videos will play separately on each of the participant's smart device. Please remind the participants to mute their microphones before playing the videos and unmute them once the video has ended (don't forget yourself!).
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3. If you or one of the participants lose internet connection

1. Try to refresh your page. If this does not work, please move to the next point below.
2. Click on the **Moderator & Participant link** (only for you) or on the **Participant link** (for all other participants) that were sent to you and the participants via email.
3. Then, click the **Rejoin Workshop** button and follow the instructions. You will automatically be taken back to the point where you lost connection.



4. At the end of the workshop and afterwards

1. At the end of the workshop, you will reach a screen with the following self-explanatory text: ***"You are now very close to the finish line! Access your team profile and engage with the question in the "Initial Thoughts and Conclusions".*** This marks the end of the core workshop, but not the end of your Mission Team journey. The insights gained provide valuable impulses to further develop collaboration and team spirit in a sustainable way. Feel free to explore our suggestion on the Team Profile, which you can also access by clicking on the following: **Unlock the full potential of your team! 4 Mini-Workshops for Even More Team Spirit.** The decision on whether and how to extend your team's Mission Team journey is entirely up to you and/or the person responsible for the team.

2. We are happy to provide you with a **sample team profile** so you can get an idea of what to expect at the end of the workshop. Click [**HERE**](#) to view it.

5. Hybrid workshop

The technical set-up for the hybrid workshop is straightforward and closely resembles that of the online workshop. However, it requires a **disciplined approach** from all participants. Unlike the online workshop, every participant must use **headphones with a microphone.**

If your team isn't used to working with smart devices, we recommend the fully online format — with each participant joining from their own workstation.

For teams comfortable using smartphones or tablets, the hybrid format can be a dynamic and engaging experience. It fosters more proximity and in-room energy, while still delivering the full digital value of the workshop.

As with the in-person and online workshops, **only one moderator is needed** for the hybrid workshop.

In any location where multiple participants are physically present, it is recommended that **one team member** (this may be the moderator if applicable) **projects the video onto a larger screen and that all participants in one room watch the video together.** Ideally, this device should be connected to an **external microphone**, either one that can be passed around or one that is sensitive enough to capture each speaker clearly during group discussions.

Despite this, videos will still play individually on each participant's smart device.

Please remind participants:

- to **mute** their microphones before playing the video, and **unmute** them once the video ends (don't forget to do this yourself!), and
- **to click the "Ready" button once their video has finished playing.**

When participants work in pairs or small groups of three, they should complete the task with their headphones on to avoid audio feedback or echo.
