

Atelier: Become a problem solver Host: Hairat Co-Host: Mohammed				
TIME	DURATION	FLOW	FACILITATION NOTES	SPECIFIC TO CO-HOST
18h15-18h30	15'	Prep	- check your setup and username	- check your setup and username
18h30-18h40	10'	Welcome Check-in:	- Welcome the catalysts (oral or in the chat) - Make sure they feel included and at home - Facilitate each breakout room for the check-in	- Lead the check-in: introduce the check-in concept, give the rules of the game
18h40-18h45	5'	Introduction		
18h45-18h55	10'	Atelier Brief		
18h55-19h	5'	Problem Tree : Brief Activity		
19h-19h25	25'	Problem Tree activity	- Make sure they understand the activity. Flag the team on the whatsapp group if you feel like it's not clear or clarify the activity in the chat for Catalysts. - Support Catalysts in their Carnets, you can leave comments directly on their Carnets or contact them in the Zoom chat - Be aware of the time - Update the Facilitators map	- Give time reminder regularly (when there is 10 minutes left and 2 minutes left)
19h25-19h30	5'	Break + energizer	Welcome Catalysts back -Observe Catalyst's energy and adapt the way you speak. - send encouragements or motivation messages	- lead transition to break and welcoming back - Lead the energizer if there is one. Can make suggestion to the team beforehand
19h30-19h35	5'	HMW Statement : Brief Activity		
19h35-19h50	15'	HMW Statements activity	- Make sure they understand the activity. Flag the team on the whatsapp group if you feel like it's not clear or clarify the activity in the chat for Catalysts. - Support Catalysts in their Carnets, you can leave comments directly on their Carnets or contact them in the Zoom chat - Be aware of the time, and notify them about it (if needed) - Update the Facilitators map	- Give time reminder regularly (when there is 10 minutes left and 2 minutes left)
19h50-20h00	10'	Peer Feedback	- Be prepared to jump in a room if a Catalysts drop out or has internet issue - Flag the team if you feel like one Catalyst needs special support based on what you saw on the Carnet - Encourage Catalysts to send their videos	
20h-20h05	3'	Integrating Final Changes	- send encouragements or motivation messages	
20h05-20h15	10'	Check-out	- This is end! Time to be playful and make sure the Catalysts end the experience on a good note!	- Lead the breathing exercise or check-out if there is one
		Debrief	- Time to give feedback and debrief between team and facilitators on the experience. Every feedbacks are valuable and will be reviewed for next iteration and next events	