

Atelier: L'art du Storytelling Host: Hugo Co-Host:				
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:	<ul style="list-style-type: none"> - 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
18h40-18h50	10'	Introduction - Workshop brief		
	5'	Activity brief 1		
	35'	Activity : PMV Planner	<ul style="list-style-type: none"> - 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)
	5'	Break + energizer	<ul style="list-style-type: none"> - Welcome Catalysts back - Observe Catalyst's energy and adapt the way you speak. - send encouragements or motivation messages 	<ul style="list-style-type: none"> - lead transition to break and welcoming back - Lead the energizer if there is one. Can make suggestion to the team beforehand
	5'	Activity brief 2		
	25'	Activity : Structure narrative	<ul style="list-style-type: none"> - 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)
	10'	Check-out	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 	