THEI2.0 - From assessment to action

Train the Trainers: A Guide to Delivering eHEI Workshops

A Guide to Delivering eHEI Workshops

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Train the trainers

The current document "Train the Trainer manual" is a guide for facilitators aiming at facilitating **eHEI workshops**.

The **eHEI Workshops** and the **eHEI Model** are developed under Erasmus+ project THEI2.0.

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Purpose

The **eHEI Workshop** aims to guide participants in developing a strategic plan to further develop the entrepreneurial capacity of their Higher Education Institutions.

The Workshop uses the eHEI Model and Toolkit and the results of HEInnovate.

Purpose

Objectives and Expected Outcomes

Objectives of the Workshop

- Help HEIs bridge the gap from **HEInnovate assessment into action**.
- Further **promote HEInnovate** as a framework to reflect on the entrepreneurial development of the HEI.
- Introduce the participants to the entrepreneurial Higher Education Institution **(eHEI) Toolkit**.
- Analyse and debate the **eHEI Profile** of an institution, according to the results of HEInnovate.
- Help participants to develop a **Strategic Plan.**

Expected outcomes

The participant to the workshop will...

- Get **inspiration for potential actions** that can impact on the entrepreneurial development of a HEI.
- **Build an eHEI strategic plan** to act at short, medium and/or long-term.
- Become **familiar with the eHEI Toolkit** and use it repeatedly in the future to keep on improving the entrepreneurial potential of the HEI.
- Potentially become familiar with the eHEI Toolkit to **run workshops in their own institution**.

Setting Up

What format to take

The eHEI workshop can be delivered in three formats which provides the proper flexibility to conduct a successful event.

- **In-person**: half a day, usually 3 hours with break.
- **Online**: half a day, usually 3 hours with break.
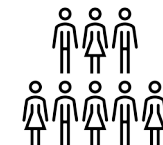- **Hybrid**: half a day, usually 4 hours with break.

Duration

The workshop usually takes three or four hours with a break.

It can also be organised as a full-day workshop:

- **Morning session**: HEInnovate assessment and discussion.
- **Afternoon session**: From assessment to action.

Who to invite

Representatives of Higher Education Institutions of all positions, roles within the institution. Top-management, Deans, Researchers, Teachers, Professional and support staff, students. Participants of the workshop can be from:

- **A single HEI:** invite participants with different positions and roles within the institution, providing a broader view of context and reality.
- **Multiple HEIs:** invite different positions and roles, offering a richer exercise with distinct perspectives and experiences.

Structure of the Workshop

PRE-WORKSHOP

1. The participants get information on HEInnovate and THEI2.0
2. The participants are invited to fill in HEInnovate assessment

ON THE DAY

1. Welcome
2. Introduction of all participants and trainers
3. Contextualization of the workshop
4. Hands-on with the eHEI Toolkit
5. Debate and communication between members of the groups
6. Building the Strategic Plan
7. Pitching the Strategic Plan

POST-WORKSHOP

1. The HEI receives a summary of the reflections and actions that were committed to in the workshop.
2. The participants are invited to fill a feedback questionnaire

**Preparing**

On the Day Agenda

Example of agenda

It is recommended that the agenda addresses the following steps:

- Welcoming
- Introduction of all participants and trainers
- Contextualization of the workshop
- Hands-on: eHEI Journey
- Debate and communication between members of the groups
- Building the eHEI Strategic Plan
- Pitching the eHEI Strategic Plan

The eHEI Toolkit
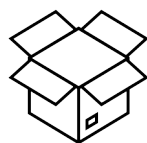
For the eHEI workshop

A set of resources is available for supporting eHEI workshops

- **eHEI Recommendation Cards** (printed for in-person sessions and digital for online sessions)
- **eHEI Canvas** (printed for in-person sessions and digital for online sessions)
- **eHEI Strategic Plan** (printed for in-person sessions and digital for online sessions)
- **eHEI Pitch** (printed for in-person sessions and digital for online sessions)
- **eHEI Miro Board** (online sessions)

Additional resources to inspire

- THEI2.0 User Cases
- HEInnovate website

Resources

Recommendations for implementation

For in-person workshops

- Inform ahead of time the **location** of the workshop
- Send the link and invitation to **fill HEInnovate** before the workshop using the "Group function" of HEInnovate
- Have **equipment** available for a dynamic session: beamer, pens, post-its, etc
- Choose a **space** that allows breakup groups
- Choose a **space** with area(s) that allow(s) movement of participants and debates without disturbing each other
- Choose a **space** with area(s) that allow(s) flipcharts per group and posting eHEI Canvas per group
- Have **one coordinator** of the eHEI Workshop
- Have **one facilitator** per group

Recommendations for implementation

For online workshops

- Setup ahead of time the **online session** and share it with participants
- Send the link and invitation to fill **HEInnovate** before the workshop using the "Group function" of HEInnovate
- Test the connection and access at **least 15 minutes** before the session starts.
- Prepare the dynamics with an **online collaborative tool** such as **Miro**.
- Confirm that all participants have access to the **online collaborative tool.**
- Take into consideration that participants may not be familiar with the online collaborative tool (it may require some quick training).
- Have one **coordinator** of the eHEI workshop.
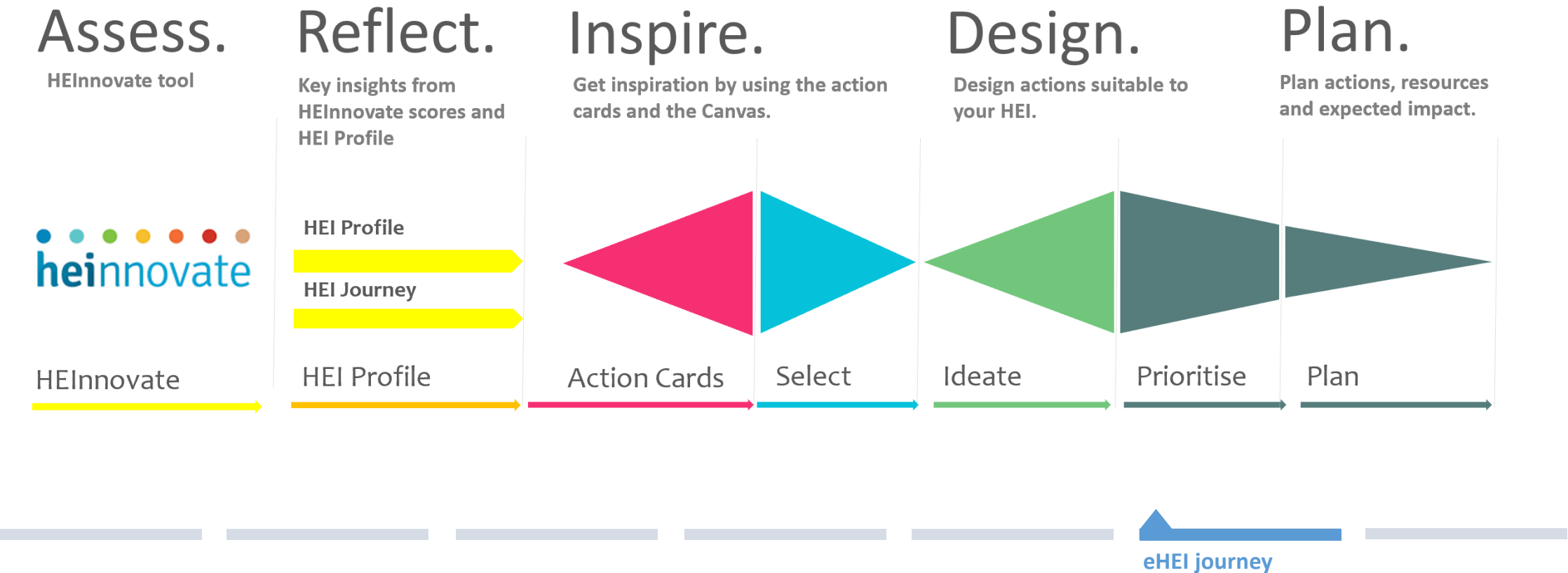- Have one **facilitator** per breakout room (group).
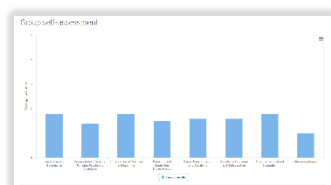
Workshop

The eHEI Workshop **five major steps**:

01 **Assess**   using HEInnovate tool.

02 **Reflect**   Identify the HEI entrepreneurial development through the eHEI Profile.

03 **Inspire**   Get inspiration by using eHEI Recommendation Cards.

04 **Design**   actions suitable to your HEI.

05 **Plan**   actions.

The user's step-by-step workshop

The methodology is based on **a double diamond** decision process, preceded by the assessment and reflection phases. The double diamond enables the diverge-converge phases of the ideation process. The coordinator of the eHEI workshop must follow the five steps of Assess, Reflect, Inspire, Design and Plan.

Assess.

HEInnovate tool

Reflect.

Key insights from HEInnovate scores and HEI Profile

Inspire.

Get inspiration by using the action cards and the Canvas.

Design.

Design actions suitable to your HEI.

Plan.

Plan actions, resources and expected impact.

heinnovate

HEI Profile

HEI Journey

HEInnovate   HEI Profile   Action Cards   Select   Ideate   Prioritise   Plan

eHEI journey

Workshop

Assess. Reflect. Inspire. Design. Plan. Assess.

| Assessment	eHEI Profile	eHEI cards	Design your actions	Plan your actions	Assessment

HEIs assess their entrepreneurial development according to the eight dimensions of HEInnovate tool. This serves as a reflection and debate among HEI representatives.
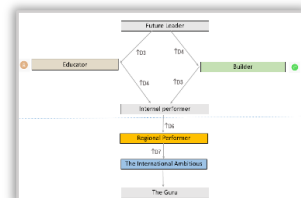
eHEI profiles are prototypes that represent different levels of entrepreneurial development according to the results of HEInnovate. This categorization helps the HEI reflect on their entrepreneurial development.
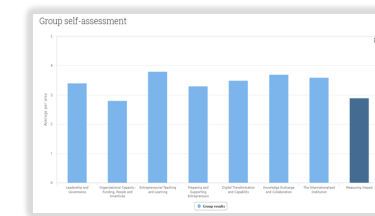
eHEI Cards are action recommendations targeted to each HEI profile that provide inspiring actions that can be undertaken by HEIs.
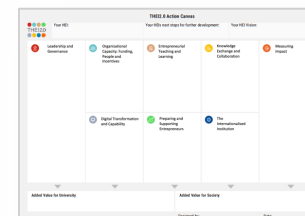
Design actions based on the discussion with your colleagues.
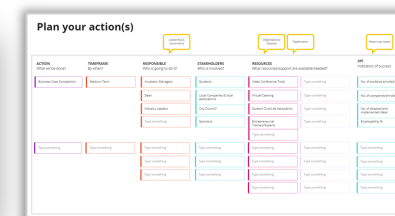
Plan the actions. A number of **resources** are provided to help HEIs **decide what actions** to pursue to become more entrepreneurial.

HEIs can **reassess** its entrepreneurial development with HEInnovate and reapply the THEI2.0 process. Assessment becomes **iterative** and evolution is analyzed in a more valuable way, with **increased impact**

eHEI journey

Workshop

*Suggested outline of the eHEI workshop and duration for the **in-person format***

Steps of the session	Suggested timing	Notes
Introduction	10 minutes	Welcome, introduce participants
Presentation	15 minutes	Presentation of THEI2.0 and the eHEI Toolkit
Assess	15–30 minutes	It depends on whether HEInnovate was implemented before the workshop (15 minutes) or during the session (30 minutes)
Reflect	20 minutes	After the results of HEInnovate, an eHEI profile is attributed and is debated within the groups. The vision for the HEI is stated
Inspire	40 minutes	The cards assigned for the specific eHEI profile are analysed and chosen. The most suitable cards are placed in the eHEI Canvas and discussed among the participants. The groups can interact and share their cards.
Break	15 minutes	Coffee break
Design	20 minutes	Designing three actions based in the selected eHEI cards.
Plan	25 minutes	Implement the strategic plan and pitch it.

Workshop

Suggested outline of the eHEI workshop and duration for the **online format**

Steps of the session	Suggested timing	Notes
Introduction	10 minutes	Welcome, introduce participants
Presentation	15 minutes	Presentation of THEI2.0 and the eHEI Toolkit
Digital tools	15 minutes	Exploring the online collaborative tool (e.g., Miro)
Assess	15-30 minutes	It depends on whether HEInnovate was implemented before the workshop (15 minutes) or during the session (30 minutes)
Reflect	20 minutes	After the results of HEInnovate, an eHEI profile is attributed and is debated within the groups. The vision for the HEI is stated.
Inspire	40 minutes	The cards assigned for the specific eHEI profile are analysed and chosen. The most suitable cards are placed in the eHEI Canvas and discussed among the participants. The groups can interact and share their cards.
Break	15 minutes	Coffee break
Design	20 minutes	Designing three actions based in the selected eHEI cards
Plan	25 minutes	Implement the eHEI strategic plan and pitch it

Evaluation of the workshop

The participants are invited to fill a short and anonymous **survey** to evaluate the session. The procedure is the following:

- An email is sent just after the session ends with the link for the feedback survey
- Feedback is anonymous and in compliance with the GDPR
- The short survey is composed by open and close ended questions with a 5-Likert scale

The facilitator can **summarise** the main insights obtained during the session and send it to the participants.

It is easily done with the online workshop by using screen shots of the online collaborative board.

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