

EASI

PLAN A SUCCESSFUL EASI WORKSHOP

A successful EASI workshop

Before you book the facilities and select specific exercises for your EASI workshop, you should consider some basics. This will increase the value of your workshop considerably and ensure that participants get as much as possible out of the workshop and apply their new knowledge afterward.

Start with the goal in mind

A clear connection between goal and development competences is essential to a successful workshop.

We recommend starting at the top by having the company's overall objective in mind when you plan your EASI workshop. When you start at the finish line you will set the right direction while at the same time ensure a strategic and business-focused frame of reference for the session.

Building on a clearly defined goal you can answer the following questions:

- What is the main thing the team must do successfully (the team's core task)?
- How will they be measured?

This will provide you with the right basis for explaining the specific actions and competence development necessary for the team to reach these goals.

The team's goal should be articulated/refreshed to the team, so everyone is aware of the goal from the outset.

Create an impact and a change through your workshop

We often initiate one or more workshops using EASI because we want to see certain changes and effects locally in the workplace. But how and to what extent does the new knowledge add value to the organization?

According to the American professor, Robert Brinkerhoff, who has been researching the effect of learning activities for many years, only 15 percent of all competence development has a clear, measurable and positive influence on the workplace. Fortunately, Brinkerhoff himself has some suggestions for how you may increase that 15 percent. Among other things, it can be accomplished by placing the learning activity in a strategic context and process and having a close dialog between manager and employee, before, during and after the process.

The dialog should make it clear to both parties which effect the competence development process is expected to have – for the individual as well as for the organization. Brinkerhoff recommends that manager and employee agree on the following:

- What knowledge, skills and competences will the employee possess after the process?
- Specifically, how should they be applied on the job?

- What does the employee need to do differently and in which situations?
- What results should the employee help to create through his/her changed behavior?
- How will those results contribute to the achievement of the organization's overall goals?

The 40-20-40 model brings the greatest impact

Brinkerhoff is also the man behind the learning impact model referred to as the "40-20-40 model". The model illustrates how to focus your energy before, during and after a competence development process in order to achieve the best effect. Contrary to what many believe, preparation and follow-up are more important than the workshop itself, if you are to achieve the full impact.



According to Brinkerhoff, 40 percent of your energy should go into being well-prepared and motivated for the training intervention or workshop. 20 percent of your energy should be applied in the workshop itself. And 40 percent should be spent on follow-up activities after the workshop, that center around implementing what was learned.

For example, it is a big advantage to have several shorter workshops, because it allows the participants to practice what they have learned, before they get together again. This will increase the effect of the changes you are looking to create.

Before designing a workshop, it is a good idea to ask yourself the following questions:

- What will participants use the workshop for, when they are back in their workplace?
- Is this workshop even relevant to the goals set for the team?
- Is the team motivated for this workshop?
- Is a typology like EASI relevant here?

Ask yourself these questions about *during* the workshop:

- What should participants learn?
- How should they learn it?
- How can we make it relevant for practical application and their daily work?

The following questions are about *after* the workshop:

- What skills and competences will the participants have learned during the workshop?
- How can we ensure that participants master the new material sufficiently to be able to apply it on their own?

In other words, it is essential that systematic goals are set for how the new learning will be applied in daily work, and also that time is granted and an openness and acceptance of the fact that difficulties and possible mistakes will occur during the learning process.

EASI test link

At a practical level it is important to send the test link for EASI to all participants early enough that everyone can fill in the questionnaire in advance. Do inform participants of the purpose of the workshop when you invite them and when they are asked to complete the EASI questionnaire. In most cases you will use an EASI link in Metis called "EASI behavior and motivation" which shows both behavior and motivation for each participant.

As the instructor, you may choose whether participants should be able to download their EASI reports right after completion of the questionnaire, or not. The advantage of participants not having seen their EASI profiles in advance is that they will not focus only on their own profile, but will be more open to learning about the team as a whole during the workshop. We often hand out the participants' EASI reports at the end of the workshop.

Presentation and exercises

Master Denmark has developed a presentation that contains a series of topics with exercises that you may use as a starting point for designing your workshop. It's a good place to start – and select from – when you plan the actual content of your own workshop.

You will find the materials here: <https://master.dk/loesninger/easi/easi-materiale/>

