# Local ParTnering training:

# Guidelines for Role Play planning pre-workshop

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All the information required for coaching the role plays during the workshop is included in the document ‘Guidelines for role play coaches – during the workshop’.

### 1. Introduction

The role plays are central to the Partnering Training of Practitioners workshop. They have the potential to provide the opportunity for the highest level of learning possible during the week. However, they are demanding in terms of planning, managing the logistics, and in facilitation.

Support to ToP trainers/facilitators and role play coaches is provided in two documents. This one highlights the key planning activities required prior to holding a ToP. The second document – “Local Partnering Training: Guidelines for role play coaches – during the workshop” is focused on the tasks and responsibilities of role play coaches once a workshop has begun.

It is envisaged that each ToP trainer/facilitator will also be a role play coach for one role play group. However, if you plan to have two trainers and three or more role play groups, then you will need to select and support additional role play coaches. Role play coaches who are not ToP trainers should not need to read this document. The “Guidelines for role play coaches – during the workshop” should be sufficient for trainers in addition to your personal support to them.

This document is focused on the planning required prior to the workshop and includes a planning checklist, guidance on how to use the excel spreadsheet to create role play groups and assign roles to the role players in those groups. There is also some guidance on how to select and help the preparation of role play coaches who are not ToP trainers.

### 2. Selecting and Preparing additional coaches who are not partnering trainers

Additional coaches may be required if there are more role play groups than you will have ToP facilitators/trainers. In these cases you will need to look for additional people who can be role play coaches. You will need to both select and then ensure they are sufficiently prepared for this critical role. In terms of **selection** consider the section “Behaviours of an effective role play coach” in “Guidelines for Role Play Coaches – during the workshop.” As you assess potential coaches, consider who can best fulfil the roles described. From a pragmatic point of view you might want to start by considering your participants or staff available in a nearby office. Don’t forget to consider someone from outside WV if appropriate.

Once you have a selected someone to be a role play coach, your will need to support them in **preparing for the role**. Here are some suggestions to build their knowledge and confidence with respect to being a role play coach:

* + Provide them with a copy of ‘Guidelines for Role Play Coaches – during the workshop’
	+ Work with them so they understand the critical learning contribution made by the role play series and the nature of their role in managing their group through the series of role plays and in facilitating the debrief
	+ You might even want to simulate a role play session in some way to ensure the coach understands his/her role
	+ Do not involve them in more of the logistics than they need to know – e.g. they do not need to understand the role play assignments spreadsheet but they do need to be able to understand and use the assignments print out for their group.

**During the workshop, consider** assigning one of the partnering trainers/ facilitators to be the coaches’ mentor who can check in with them after each role play or at least at the end of each day. Include coaches in the end of day facilitator debriefs, or at least for the part reflecting on the role plays.

**The special case of the Internal Dialogue**

It is quite possible that you will have only 2 or 3 role play groups, but you still need to have 4 groups (one each for CFC, BBA, Cokitoo, and Ward) in discussion in the Internal Dialogue. In this case, use the principles above and brief one or two strong participants to run this role play. It is important to reach a conclusion about the Collaboration Form option desired and it is good to have a well-facilitated discussion that deliberately gives every participant a chance to contribute.

### 3. Guidance on forming Role Play Groups and filling in the Role Play Assignments Spreadsheet

*Read these notes along with the Role Play assignments excel spreadsheet.*

* Ensure you have collected the following information (this should be collected using the “ToP Participant Checklist” form as you plan for your workshop:
	+ Number of participants
	+ Names
	+ WV Office
	+ WV roles
	+ Gender
* Decide how many role play groups you will have (ideal is 1 coach to 8 participants; stick as close to that as you possibly can for a satisfying experience for all)
* You will then decide how many groups you need to have on the spreadsheet, eg for 23 total, you have 2 groups of 8 and 1 group of 7.
* It is probably easiest if you now copy the required “Group of X” templates that you need onto a new tab in the spreadsheet. Now fill in the tables as follows.
* First, put the names of the role play coaches in the space for coach names. Tick them off as you do so.
* Second, divide the participants list.
* Take the participant list which will probably be grouped according to country/team. Your goal is to:
1. mix up the teams
2. mix up roles (ie ensure that if there are a majority of DFs, there is no role play group of all DFs etc)
3. mix up genders.
* Therefore, take the 1st on your list and put them in group 1, the 2nd into group 2 and so on.
* Now look at the list: if there is a mix of teams, genders and roles in each group that is ok. Ensure you have ticked off everybody's name.
* IF there is not a mix, then you can move people around. The easiest is to try and change just ONE of the three features (team/gender/role), ie if you need a female in a group, swap for a male of the same nationality/role.
* You have succeeded when you have the right number of the people in the boxes, and they are a varied group. DO NOT worry about having perfect groups - just so long as they are mixed up, that is fine.

**NOTES:**

\* In groups of 6 or 7 where someone needs to play 2 different character roles, it is worth checking that you think they will be people comfortable and competent to do that - not somebody who will struggle too much with language or role playing generally.

\* DO NOT cut and paste individual's names across the logistics spreadsheet, or else the cell-references will not work (the ones that print out the names next to the roles for each session).

**You now need to create the following:**

1. A master list of people showing the roles that they will be playing. Do this by printing the entire worksheet containing all the role play groups you have formed.

2. A list for each coach. To do these, just select the relevant “Group of X” on the spreadsheet, then print that selection. It is helpful if it is in colour.

REMEMBER THAT TO KEEP ENERGY, INTEREST AND UNCERTAINTY UP, YOU MUST KEEP THE PB (DF) PAIRS SECRET UNTIL 5 MINS BEFORE EACH ROLE PLAY S0 DO NOT SHOW THEM THIS PRINT OUT.

3. For Role Play 1, a flipchart showing the groups with coaches organised according to character (you need to do this manually from your master list).

4. For Role Play 2, a flipchart showing the groups with coaches according to role play group (this is the same as the lists you have created).

### 4. TEN basic pre-workshop role play planning questions

On the following two pages are 10 questions, which need to be worked through in advance of the ToP workshop. It is important that this checklist is considered at the start of your planning for a ToP workshop because the answers to these questions will influence some fundamental planning decisions, e.g. your venue selection.

**10 basic pre-workshop role play planning questions**

| Question | Progress | Comments / further work / who is responsible / when |
| --- | --- | --- |
| 1. Do you have sufficient information about your LPT participants to be able to split them into role play groups?
 |  |  |
| 1. How many participants are you planning for? Does this need adjusting in the light of what you have learnt today?
 |  |  |
| 1. Because the number of role play groups, will you need to invite additional role play coaches (in addition to trainers being role play coaches)? What experience of being the role play coach do they have? What further preparation will be required for these coaches?
 |  |  |
| 1. Decide how many role play groups there will be and split the participants across these groups and create your version of the logistics spreadsheet.
 |  |  |
| 1. If you do not have participants who total a multiple of 8, how will you cope with this in the role play groups? Generate some options and choose your preferred approach.
 |  |  |
| 1. Are there any aspects of the role play content – scenario, organisation briefs, role play names etc – which require adaptation or translation. Plan what needs to be done and how it will be achieved.
 |  |  |
| 1. Does the venue chosen have break out room(s) to enable role play groups to have separate rooms? If not, is the main room large enough to provide sufficient space and separation between role play groups?
 |  |  |
| 1. Will all the resource materials for the role play groups be readily available at the your ToP venue? If not, what can you bring or how will you be able to improvise?
 |  |  |
| 1. Is there anything regarding the role play which you need to clarify with a Master Trainer now?
 |  |  |
| 1. How comfortable are you with adopting (all aspects) of the role of the role play coach? Do you need to plan some additional time outside this workshop with one of the Master Trainers?
 |  |  |