

Switch to 100% Online!

Yes. Our **Change Simulations** (*EIS, ChangeMasters, Ling He, GulfCom, EduChallenge, Synergy ...* and soon also our new [Boost AI](#)) can be run **100% online**, and some are using this way of delivering good simulation-based sessions to students or executives already since some time.

In a nutshell the idea is to virtualize the different steps:

	Traditional Delivery	100% Online Delivery	Suggested Time
Intro Session	F2F Plenary	Material Sending + VideoConf Session	15 - 45m
Simulation Run	F2F Teams	Team VideoConf Session with Sharing of Simulation Screen	2h
Debriefing Session	F2F Plenary	VideoConf Session	1h30m – 2h

(1) Starting with a Virtual Intro Session

The **Intro Session** can be conducted with the whole group of Participants using a **Videoconferencing tool** like Zoom (or WebEx, Skype, etc.), taking care of scheduling the Session in advance as well as distributing the relevant Material (Simulation Manual, Group Handouts). The Intro Session is an opportunity to make sure that all the Participants have understood well the **Mission of the Simulation**, and what is **expected** from them (as one would do in a traditional session before sending out the Participants in Teams).

At the end of the Intro Session the **Teams** composition should be communicated. Each Team should:

- Immediately **allocate the time slot** necessary for their individual **Simulation Run** which will also take place through a Team VideoConf Session attended only by the team members (unless you decide to have a Session when all the Teams will play in parallel).
- Immediately appoint a **Team Facilitator** who will run the Simulation on his/her laptop/PC during the Team VideoConf Session (to whom the **link to install and run the Simulation** will be sent)
- Log into the **Team VideoConf Session** at the agreed time
- Each Team Facilitator will then start the Simulation on his/her laptop and **share his/her Screen** allowing everybody to see the Simulation during the VideoConf Session.

After the Intro Session , each Team Facilitator (**one per Team**) should receive the links to:

- the Simulation Software
- the Password
- the Installation Instructions

(2) Making Teams run the Simulation operating as Virtual Teams

As described in the previous paragraph the instructions for the Team are simply:

- Reserve a Time Slot and connect via VideoConf (in some cases all the Teams will receive the **same fixed time slot**; in other cases Teams can be give a few days or a week to identify on their own when to best organize their own Team VideoConf – for sure before the scheduled Debriefing Session.
- **Have the appointed Team Facilitator run the Simulation from his/her laptop and share the screen**
- Start – as usual – with a 15 minutes team reflection on the best Strategy that the Team should follow, and then begin the actual Simulation experience, respecting the time constraints, as well as **other Instructions** (like for instance to prepare a 5 minutes Presentation with key points/insights from their Change Agents Experience, or with reflections how well they operated as a Virtual Team).

An interesting Option: Asking Teams to send their **Simulation Results in advance**

To do it, simply instruct the Team Facilitators (when you send them the links to the Software) to do the following steps after finishing their Team VideoConf:

1. Go to the Score Page and click on **Save Session Report**.
2. This will generate 2 small files (one with extension **.txt** and one with extension **.eis**)
3. Send these 2 small files as attachments via emails.

You can now have a look at the Text file or even:

1. start the **Demo** or **SuperUser Version** on your laptop and click on the button **View Session** in the First Screen
2. select the **.eis** file sent to you via email from the Team Facilitator
3. you will now be able to visualize the Simulation Run of the Team, review all the different Simulation Screens and make screenshots if needed/interesting for the Debriefing Session.

(3) Concluding with a Virtual Debriefing Session

The **Debriefing Session**, like the Intro Session, can be now run online, involving the Participants into:

- Presenting and reflecting about their experiences
 - As Change Agents facing a challenging change/transformation mission
 - As Virtual Teams
- Discussing key points related to Change Management (eg the importance of understanding formal and informal networks to trigger a faster, “viral” diffusion processes)
- Involving the Participants into a general reflection of the challenges and opportunities of taking decisions together operating in Virtual Teams (compared to more traditional contexts)

Hints

- ✦ **Understand your "Role" as Change Agent and the Change Initiatives/Tactics you can deploy**
- ✦ **Get ready for fast Decision & Action, but also spend time gathering information** (on individuals, on networks)
- ✦ **Prepare to be challenged at different levels**
 - Rapid Organizational Diagnosis
 - Develop a solid Intervention Strategy (first 15 minutes max.)
 - Monitor your Progress
 - Leverage the Team Experience
 - Be in control of the Time
- ✦ **Do not expect Change to happen like** 

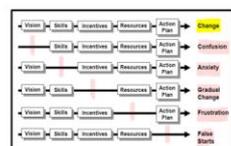
Change 101: Some basic Guidelines / Checklists

Starting with the "Kotter" Reference Point:



1. Create a sense of urgency
2. Form a powerful coalition
3. Create a vision for change
4. Communicate your change vision
5. Empower others to act
6. Generate quick wins
7. Don't let up; persist
8. Make change stick

Validating and aligning basic Conditions/Resources:



Initiatives / Change Mgmt Tactics

Information gathering and influence tactics	
Individual, group-level and organizational level tactics	
Low-involvement and high-involvement tactics	
Direct tactics and indirect tactics	
etc.	

Dinner Event	Coffee Breaks
Get Profiles	Memo
Teams	Pilot Test
Internal Magazine	Plenary Meeting
Directive	Questionnaire
Covert Lobbying	Reception
Electronic Mail	External Links
Management Training	Neutralize Resisters
ExCom Meeting	Task Force
Workshop	Public Statement
Face-To-Face Meeting	Informal Encounters

Advanced Insights
(linked to the Simulation experience)

- > **Managing Expectations**
- > **New approaches to Change Diffusion**
(from linear to epidemic - key importance of Networks)
- > **New approaches to Rapid Persuasion**
(combining the rational, the emotional and the social influence dimensions)
- > **Rethinking Change from a RoI perspective**
- > **On the best usage of Change Initiatives**
- > **Understanding and addressing Resistance**
(improving the process to avoid its emergence)
- > **Connecting to Win: Identifying Collaboration Barriers & Mgmt Levers**

A few slides used in the Intro and Debriefing. Let us know in case you are interested in more slides.

(4) Checklist for Running via Zoom

1. Key points to be checked in advance:

1. You have invited your Participants to a **Zoom** session during which you will send your Teams into **Breakout Rooms** to run the Simulation in parallel.
2. You have made sure that all the Participants can **share their screen** when they are in Breakout Rooms (Share Screen > Advanced Sharing Options: “Who can share?” should be “All Participants”, not “Only Host”)
3. You have sent to all the Participants the **Simulation Manual** in advance.
4. **You have appointed one “Team Facilitator” per Team** and sent them **in advance** the Instructions as you can see below in section 5 (inserting the **Links** and the **Password** from the email you will have received from AlphaLabs). These Participants will start and run the Simulation on their laptops and **share their screen** during the Zoom session with the other Team members in the Breakout Room.

2. Just before sending the Teams in the Breakout Rooms

1. Remind the “Team Facilitators” to **share their Simulation Screens** according to the Instructions, and to start by displaying the *Strategy Page* of the Simulation.
2. Remind them **how much time** they have. They should first come up with a Team Strategy/Plan (15 min) and then accomplish the Simulation Mission. Ideally ask them to appoint a “Time-Keeper”. If possible, give them **at least 1h 30m**.
3. Remind them that they can use the “**Ask for Help**” button in Zoom anytime, and you will then join their Breakout Room.

(5) Example Instructions for “Team Facilitators”

1. How to install the Simulation on your laptop

Installing the Simulations is very easy if you have the right links. In the email you received from us you should find a paragraph with all the **Links** you need for your participants. You can copy/paste the paragraph in the instructions you will send to the Team Facilitators, for instance in the following way:

*Dear **Team Facilitator** -Your first challenge consists in **installing** and **testing** the Simulation on your computer **BEFORE** our session, so that you are ready to share your screen with your Team during our Simulation session.*

*To **install**, use the following links and instructions (should take 1 minute)*

1. Windows users: [App Installation Link](#) (just click to download and install) - [InstallationGuideWindows](#)
2. Mac users: [App Installation Link](#) and [License Installation Link](#) (click BOTH to download and install) - [InstallationGuideMac](#)
3. Your password is: **XXXXX**

*To **test** if the Simulation is correctly installed, click on on the **Test Simulation** button on the first screen. If you encounter any difficulties, please email sos@alpha-simulations.com and you will be contacted*

IMPORTANT REMARK: Mac versions are available only for the *EIS Simulation 3.0, 2.66UX*, and for the *Boost AI* versions.

2. How to Share your Screen in your Breakout Room (or normal Zoom Meeting) with your Team

1. Make sure that the Simulation is running on your laptop. Go to the “Strategy Page”.
2. **To Share your Simulation Screen:** In Zoom click on the **Share** button, and then select the Window in which you see the Simulation running → the other Team members will see automatically the Simulation on their screens, see how you are clicking around, and hear the sounds. You can even pass them the control.
3. **Advise** your team members that they can optimize their view by clicking on the **View Options** button, and selecting **side-by-side mode**.
4. **To Stop Sharing your Simulation Screen:** Click on the red **Stop Share** button on the top of your screen → you will go back to the Breakout Room. You can start again sharing your Simulation Screen anytime you want.