

Mission Team In-Person Workshop (M&P)

Instructions for Moderator & Participant

Great! You will **co-moderate** the upcoming Mission Team Workshop alongside the avatar Lynn while **also participating as a team member**. You will **not have a content-related role** but will simply support Lynn by starting videos and unlocking tasks, in which you will also participate as a team member. **Please read the following instructions carefully.**

1. Before the workshop

Before attending this workshop, each team member – including you as both moderator and participant – must complete a **short visual questionnaire**, the Visual Implicit Profiler (VIP). This takes only **5 minutes**, during which you will select graphic symbols. **No personal data is required.**

Once completed, you can download your **personal strengths profile**, which will also be sent to you by email. Please review it carefully and **bring a copy to the workshop, ideally as a printout.**

Important! The questionnaire must be completed on a **PC or tablet** (not on a mobile phone), **alone and in a quiet environment**. Use the **VIP link** and **VIP access code** from your invitation email, as explained in the following animation.

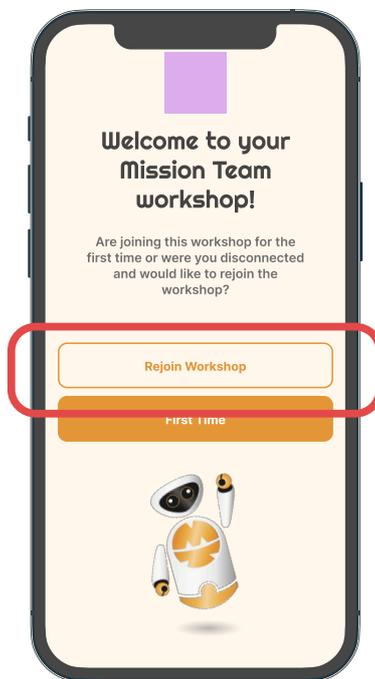
2. Start the workshop

1. To start the workshop, click on the **Moderator & Participant** link in your invitation email.
2. Click the log in for the **First Time** button. Enter your name and click **Join Workshop**.
3. You will then arrive at the **Have your team join!** screen. Using the **QR code**, you can now allow participants to join. As a backup, the **Participant** link can also be found in your invitation email, below the list of participants. All team members have received the **Participant** link as well.
4. Once all participants are present, which you see on this screen, click **Start Workshop** and follow the instructions.
5. To get a better understanding of how the workshop works, we recommend going through our 5-minute **Workshop Demo**. To access it, please click [HERE](#).

6. Important! Each team member needs a **smart device** and **internet access** to complete the tasks in the workshop. The videos will only play on the moderator's smart device. For larger groups, it is recommended that the moderator projects the video onto a **larger screen**.

3. If you lose your internet connection

1. Try to refresh your page. If this does not work, please move to the next point below.
2. Click on the **Moderator & Participant** link in your invitation email.
3. Then, click the **Rejoin Workshop** button and follow the instructions. You will automatically be taken back to the point where you lost connection.



4. If one of the other team members loses their internet connection

1. If the team member's attempt to refresh the page does not work, click on the **Mission Team icon** on your screen. You will then see the QR code for your workshop.
2. Ask the team member to scan the QR code, then click **Rejoin Workshop** and follow the instructions. Alternatively, the team member can also click on the participant link in their invitation email or scan the QR code from there.
3. The team member will automatically be taken back to the point where they lost connection.



5. At the end of the workshop and afterwards

1. At the end of the workshop, you will reach a screen with the following self-explanatory text: ***"You are now very close to the finish line! Access your team profile and engage with the three questions in the "Initial Thoughts and Conclusions".***
 - a. This marks the end of the core workshop, but not the end of your Mission Team journey. The insights gained provide valuable impulses to further develop collaboration and team spirit in a sustainable way.
 - b. Feel free to explore our suggestion: **Unlock the full potential of your team! 4 Mini-Workshops for Even More Team Spirit**
 2. Please review the sample team profile below and take a close look at our suggested **4 mini-workshops**, an **optional resource** designed to further unlock your team's potential. The decision on whether and how to extend your team's Mission Team journey is entirely up to you and/or the person responsible for the team.
 3. We are happy to provide you with a **sample team profile** so you can get an idea of what to expect at the end of the workshop. Click **[HERE](#)** to view it.
-