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**Methodology
for your 2 day
workshop**

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**The main steps are
basically split into 3 parts**

Preparing

Doing

Acting

**Managing each of those steps
requires methodology**



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Preparation is key

**It is 85 %
of your meeting
success**



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**Managing your workshop is
key too !**

**How to make
your Team
work efficiently ?**



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To Act !

- ◆ It is **THE** objective of **PARD I**
- ◆ To propose a realistic **Plan of Action**



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Workshop preparation

Steering Board

- ◆ Each member coaches 3 to 4 Alliances
- ◆ Advises on your 2 day workshop agenda & methodology



Alliance / country

- ◆ Proposes a detailed agenda to its Coach
- ◆ Proposes methodology to manage its meeting

This coaching is key



How to prepare a detailed agenda ?

- ◆ **Think deeply about the subject : Orphan Medicinal Products**
- ◆ **Keep in mind that you want a realistic ACTION PLAN at the end**



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How to prepare a detailed agenda ?

- ◆ **To help you, questions have been prepared as a guide (see appendix)**
- ◆ **Prioritize these questions upon the importance you give to them**



How to prepare a detailed agenda ?

- ◆ **Once you have selected your themes : estimate the time you need to explore them with your Team during the workshop**
- ◆ **Then : build your detailed agenda**



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Alliance -country

- ◆ Proposes a detailed agenda to its Coach
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Prepare the next step : Brussel !

- ◆ **The Eurordis Steering Board will have :**
 - **to ensure a coherence among the alliances with regards to the chosen themes**
 - **to ensure a European Recommendation to the EU**



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Workshop preparation

Alliance

**Eurordis
Steering Board**
- keep a global
overview
- Knowledge
sharing

Alliance

Alliance

Alliance

Alliance

Alliance

Alliance



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METAPLAN methodology

When using Metaplan ?

- ◆ **To combine individual and collective contribution**
- ◆ **Very useful to explore an issue and dig out what is key in it**
- ◆ **Tool to organize concrete ideas into more general conclusions leading to recommendations**



How using METAPLAN methodology ?

- ◆ **Choose the theme you want to explore**
- ◆ **Each one writes actual facts on "post-it" and **NOT** general ideas or opinions : important to make reference to precise facts**
- ◆ **Duration : depends on the subject**



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How using METAPLAN methodology

- ◆ **Pull together the "post-it" treating the same topic**
- ◆ **Find a title per emerging topic and structure the topics among them**
- ◆ **Make a diagnostic (SWOT)**
- ◆ **Build an Action Plan**



BRAINSTORMING methodology

When using it ?

- ◆ **To find ideas quickly**
- ◆ **To stimulate a group and foster momentum for a meeting**
- ◆ **To prepare a Metaplan session**
- ◆ **Duration : 45 minutes**



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How using Brainstorming methodology ?

- ◆ **Choose the theme you want to explore**
- ◆ **Provide a paper-board to write the ideas once they emerge**
- ◆ **Each ones answer the question without any limitation / restriction**
No judgment : it would kill creativity !



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For both methodologies

- ◆ **Prepare it : send the subject(s) to the attendees before the session !**
- ◆ **Prepare it yourself : you need **to be a head in advance** on your Team in order to be able to lead it !**



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To Act !

- ◆ It is **THE** objective of **PARD I**
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Recommendation Structure

- ◆ **Objective**
- ◆ **Targets**
- ◆ **Action Plan**



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Danger : to have too many ideas:

=> make a priority

=> **Structure +++ your workshop (anticipate everything)**

Above all : bring back with Plans of Actions

Patient have a huge power but power comes from Actions

This is an opportunity for patients being able to act.

Tip +++ : always begin your question by "How to ... ?" this will bring you to an action-oriented mindset.

**M. Roques de Borda
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