

ЗИМА

БЛИЗКО

TRAINER'S GUIDE



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A brief program description

A high-quality preparation is necessary for the successful training. Examine the educational and methodical complex and complete the training in accordance with it.

<i>The goal of the business game</i>		<p>Hold the training to develop the knowledge and skills of the employees to increase the efficiency of solving the workloads in the three main areas:</p> <ul style="list-style-type: none"> ▪ Storytelling ▪ Cross-communication ▪ Teamwork
<i>The pedagogical goals of the business game</i>		<p>1. When playing before the training: the problematization of the declared topics, the preparation for studying the theoretical materials.</p> <p>2. When playing after the training: the mainstreaming of the theoretical materials, which allows to practice the corresponding skills.</p>
<i>Results</i>	<i>Knowledge</i>	<p>Knowledge forms briefly using the means of references to corresponding trainings' themes during the business game. Moreover, it reiterates the basics units:</p> <ul style="list-style-type: none"> ▪ Teamwork based on PEOPLE CENTRICITY model; ▪ Efficient communication in the format of DEEP values; ▪ The basics of storytelling.
	<i>Skills</i>	<ul style="list-style-type: none"> ▪ The usage of storytelling as a way to argue one's point of view; ▪ The usage of team's potential to solve comprehensive tasks; ▪ The alignment of the cross-functional cooperation to achieve the common goal.
	<i>Assumptions</i>	<p>As a result, the following assumptions are formed:</p> <ul style="list-style-type: none"> ▪ It's easy to tell stories, everybody has something to tell; ▪ I can convince listeners using a story; ▪ It's easier to convey a comprehensive thought using a story;



	<ul style="list-style-type: none"> ▪ Everybody is different, team solutions of comprehensive problems become more efficient by using the knowledges and every participant's potential; ▪ The team and effective cooperation cannot be developed by themselves, but they can be formed by leaders and team members; ▪ Every department has its own tasks, however, we work to achieve the common goal.
<i>Target audience</i>	The business game has no limits on status and employees' competences.
<i>The number of participants</i>	From 8 to 28 people. We recommend to form participants in groups, which number of participants is divisible by four to create equally valid teams.
<i>The duration of the programme</i>	3 hours 30 minutes (including the break)
<i>The format of the training</i>	A remote business game
<i>The requirements for the host</i>	Experienced HR and SLS trainer, the business game awareness
<i>The requirements for the co-host</i>	Proficiency of Excel instruments, Google Docs usage skills, proficiency and fluency of Zoom. Co-host being the Master of the Game must know all of the rules as good as the Host does.



Materials' check-list

The type of preparation	Done ¹	The list of the materials for one group
Materials for the host		<ul style="list-style-type: none"> ▪ The presentation for the host BG Winter is coming ▪ The trainer's guide BG Winter is coming ▪ The working plan BG Winter is coming ▪ A computer with pre-installed fonts for demonstrating the presentation (check folder Fonts) ▪ Attachment 1 Rules for Winter is coming ▪ Attachment 2 FAQ for the Master and the Host ▪ A guide for filling in the Playing field (p. 20 or Attachment 5) ▪ The link for voting² ▪ The link for "Voting" to share results ▪ Attachment 3 Files JPEG with the dragons' images ▪ The virtual screensaver for the host (check Attachment 4 Screensavers for the host)
Materials for the game Master		<ul style="list-style-type: none"> ▪ Attachment 1 Rules for Winter is Coming ▪ Attachment 2 FAQ for the Master and the Host ▪ Playing field <ul style="list-style-type: none"> ▪ A guide for filling in the Playing field ▪ The link for Voting ▪ Attachment 3 Files JPEG with the dragons' images

¹ Tick the collected material. We recommend doing it with a pencil, because the working plan will be useful for you to host the following trainings.

² The link for the voting/voting results is shown as an alternative in case of Zoom's poll system failure.



The type of preparation	Done ¹	The list of the materials for one group
		<ul style="list-style-type: none"> ▪ The virtual screensaver for the Master (check Attachment 4 Screensavers for the host)
Materials for the participants		<ul style="list-style-type: none"> ▪ Rules of the game Attachment 1 Rules for Winter is coming ▪ The link for the Playing field to be sent to captains/overlapping during the game ▪ A guide for filling in the Playing field (Attachment 5) ▪ Attachment 6 JPEG images of the coats of arms for every House to install the screensavers ▪ Attachment 7. Introductory video
Zoom technical equipment		<ul style="list-style-type: none"> ▪ The conference's common room ▪ The rooms for 4 Great Houses (Golden Lion, Ice Wolf, Proud Eagle and Almighty Squid) ▪ The Game Master's room ▪ A poll for organizing the voting based on storytelling results



The description of the infrastructure

The game is held remotely using Zoom. To hold the game, it's necessary to set up a couple of rooms in the conference:

The common room (1 p.) – the meeting place of the participants, the main action is held by the Host, the Master helps him and he is responsible for Zoom technical equipment. The common room is used during the phase Event and the phase Trading, if the team is willing to buy the resources from the Host.

The working place for the common room is the Host's main presentation. During the gathering, we recommend to turn off the availability to interact with the Host's presentation for the participants.

The controlling instrument of the Host is the Excel sheet, the Playing field.

The rooms with an easy access (4 p.) – the meeting place for the Great Houses. It has the name of the House (the House of the Golden Lion, the House of the Ice Wolf, the House of the Proud Eagle, the House of the Almighty Squid). Before the game starts, the participants should type in the name of the Great House, as well as their name and surname. The participants should have access to change rooms easily (it can be set up during the conference's creation). In team rooms participants make decisions about the politics and they can move freely across the rooms during the phase Trading.







The working place of the team is the Excel sheet, the Playing field, where participants add the results of each phase. The main task is to control the results by the Host and the team. Moreover, the sheet allows to make a idea of their and other teams' achievements.

The Game Master's room – an auxiliary room, it's used to hold the Trading to save the game's dynamics and the opportunity for teams' game needs fast realisation. The Master is in the Game Master's room only during the trading.

The main working/controlling instrument is the Excel sheet with the all teams' data.



The legend for trainer's manual

-  Pedagogical goal
-  Trainer's actions
-  Trainer's direct speech, highlighted by italic
-  An important information for the trainer (expected answers, the definitions of the terms, examples, etc.)
-  Questions for discussion
-  Conclusion, a short but crucial thought



A detailed scenario for the training

Opening. 10.00–10.20 (20')

20 minutes	«Introductory words, goals and WPR³» 10.00 – 10.20
Result	The participants know who is the Host, who is the Master, what will happen, what profit will they get for themselves, understand the rules and are tuned in for the game, know the technical nuances.
Materials	The Trainer's presentation
Equipment	The conference's common room
Work progress	<p>! The introduction of the Host and their helper - the game Master to the participants, the invitation for the participants for group work, the forming of the expectations of an upcoming training and its' profits for the participants, the creation of groups' common mood, the forming of working in Zoom skills.</p> <p>👉 The Trainer and the Master should be on the place 30 minutes before the training starts. The Host is the organiser of the conference, the Master is the co-organizer.</p> <p>The Master's task is to hold the platform's settings before the training:</p> <ol style="list-style-type: none"> 1. The common room - restrict the screen demonstration/changing of the slides by other participants 2. Check the working capacity of the working Excel file. 3. Check the working capacity of the randomisers. Correct the settings and fill in the necessary key words: Land, Manufacturing, People, Food. 4. Have pieces of paper and a pen for writing.

³ WPR - what players receive



5. During the participants' connection, ask them to rename themselves according to the rules (Name, Surname, the name of the Great House). After the game starts, add to their name and surname the name of the Great House, according to the lists/randomly in the same proportions. The name adjustments must be done before the 1st round starts.
6. When everybody would be connected, create 5 teams' session rooms with free access. Automatical time-out for the conference hall is 10 minutes. If you create the rooms before the participants join the conference, some technical issues are possible and the participants wouldn't be able to see the room. We recommend doing it during the Host's introductory speech.
7. Name each room the names of the Great Houses: Golden Lions, Proud Eagles, Ice Wolves, Almighty Squids. The 5th room is named as the Game Master's Room.

The trainer's task is to prepare to hold the game:

1. Check the equipment (PC is on charge, smooth Wi-Fi signal, earphones, the working capacity of the playing and changing of the presentation, the video playing)
2. Check the working capacity of the controlling Excel file.
3. Check the working capacity of the randomisers. Correct the settings and fill in the necessary key words: Land, Manufacturing, People, Food.



4. Lay the dice in front of you.
5. Have pieces of paper and a pen for writing.
6. Show the 1st slide of the presentation, which demonstrates the game, on the screen. It's the video that was sent to the participants in their letters. The volume should be low, the task is to make mood, but not to prevent communication. When the participants start joining, the Trainer greets them, tells them the time before the




training starts, asks them to rename, if their names are incorrect. The Trainer/the Master help with the technical issues (volume check, video, find the files, etc.), if needed.

7. The Trainer turns on the 2nd slide of the presentation exactly 5 minutes before the training starts. There is a video and the countdown. The volume can be louder than during the 1st video.

At 10.00 sharp the Trainer turns on the 3rd slides and begins the introductory speech. In case of participants' delays, the Trainer can greet them, but overall they're not distracted and continues.



Since that moment, the Game Master (technical specialist) can create session rooms.

 *Good morning, dear participants. My name is _____. I'm glad to greet you at the business game "Winter is coming". This unique business game is a Laureate and Winner of a number of Russian and international professional competitions. I should say it*

from the start: the game will last for 3 hours 30 minutes, including the 15 minute break. The break will be at 11.40 approximately and we will finish our training at 13.30.

_____ will help me to hold the game, and he⁴ will be the Game Master.

The game was inspired by the famous Game of Thrones series and A Song of Ice and Fire cycle of novels by George Martin. We will immerse into the old fascinating world of knights, dragons gold and fighting for the throne for the following 3,5 hours. But that will be a little bit later.

⁴ The narration in the methodical material will be held from the masculine gender to prevent confusion.



Before we start, I wanted to discuss the goals of our game. Sometimes before the business game, I explain it through the metaphor. The business game is like a mirror. Imagine that you went to the mirror before going to work and you like your reflection.

? *What will be your reaction? You can answer either speaking or send your ideas to the chat box.*

Indeed, I will be happy and will leave my house in good mood.

? *And what if you don't like your reflection?*

👉 *The Trainer waits for different answers and then sums them up.*

.....

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Connection with
the next topic




💡 *We shall start with the storytelling, because our game is the embodiment of history told by specific rules.*

Additional details



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The ending of the training. 13.11–13.30 (19')

5 minutes	Summing up the game 13.11-13.16
Result	The participants know the winner of the game, understand the way how their victory is connected with theoretical material.
Materials	The common room
Equipment	The poll
Work progress	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 2; padding-left: 10px;"> <p>! To give an opportunity to choose the King and to realise the way storytelling can influence the final choice.</p> <p>The captains' presentations (3 minutes)</p> <p>☞ The Trainer gives an opportunity to have the floor for each of the two Lords and then announces the voting.</p> <p>The voting (3 minutes)</p> <p>💡 <i>I thank the Lords for their speech. It's time to make choice. I ask the Game Master to send the link for voting. Each participant follows it and votes for one of two Lords. It's your own choice, it doesn't depends on your team. I remind you that ... is representing the House of ..., while ... - the House of ... The criteria are the same. I'll announce the results in a minute.</i></p> <p>☞ The Game Master sends the link for voting/creates Zoom poll:</p> <p>_____</p> </div> </div>



In a minute the results are shown.

i To demonstrate the result in Google Forms, you need to open the Poll by another link (check lower) and open the Responses tab. !!! Don't change anything in the settings of the poll.

💡 *Thank you. According to the result of the poll, the winner is*



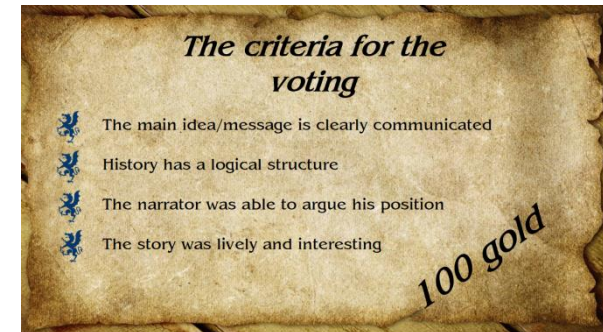
... Please, applaud the winner!

👉 The Trainer sets the tone for the applause. Then they give the opportunity to speak to those teams that didn't claim the throne according to the results of the game / died. Thanks them for the conclusions.

If time allows, the Trainer shortly characterizes the quality of the

foretold stories.

💡 *Well, our game is coming to the end. It's time to sum up the results of our training.*



Connection with the next topic


Additional details

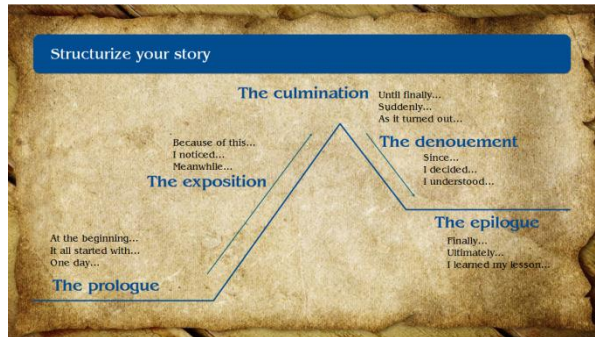



15 minutes | **Debriefing of the results of the game 13.16-13.30**

Result | The participants reflected emotions and awareness based on the results of the game process, made a connection between the game and real life

Materials | The common room
Equipment | The Trainer’s presentation

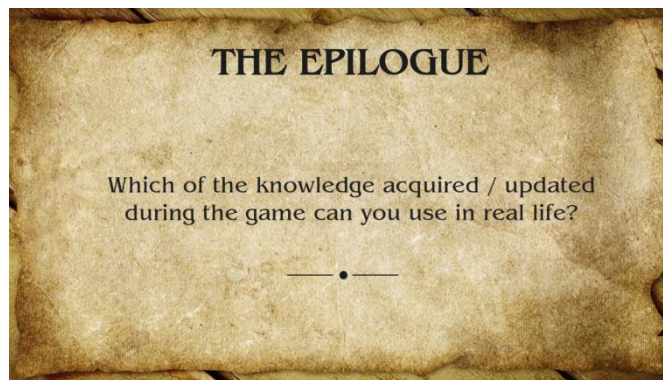
Work progress |  To help the participants to reflect emotions and awareness basen on the results of the game process, to make a connection between the game and real life.



 *Today we were in a fairytale country of Westeros, ruled the Great Houses and tried to survive the Ice Barbarians that the Winter brought with it. Someone did it more successfully, someone a little less. But each of us understands that the game is just a shell of the learning process that we need to improve our business skills.*

Therefore, during the game, we also remembered the theoretical material of storytelling, effective cross-functional communication in

the format of DEEP values and also talked about teamwork based on the PEOPLE CENTRICITY model. We recalled the theory I practice of the game. And if we return to our we have already lived exposition, smoothly but surely sum up the results of discussion in the team



and recommended that you use it in storytelling theoretical material, then through 4 stages: prologue, culmination, denouement, and approached the epilogue. It's time to our game. You have one minute for a and after that I ask one representative



at a time to indicate the team's answer to the question: **Which of the knowledge acquired / updated during the game can you use in real life?**

👉 The Trainer gives the opportunity for each team to prepare and shortly announce their results. No more than 1 minute for each.

💡 *Thank you for your opinions. Now if you have any questions to me, I'll be glad to answer.*

👉 The Trainer gives the opportunity for the participants to ask questions, if there are any, then answers them.

Connection with the next topic

💡 *Well, at this point we end our training. Thank you for your engagement. Until we meet again!*

Additional details



👉 The Trainer turns off the video and the microphone. While the participants leave, the last slide is shown and the music is playing (it's included to the slide).

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