

‘How to run an HEInnovate workshop’ interactive training session

Brussels, 16th – 17th January 2020

Background document and agenda

1. Background

1.1 What is HEInnovate?

HEInnovate is a guiding framework for higher education institutions (HEIs) wishing to develop their entrepreneurial and innovative potential. The framework includes a self-assessment tool, which helps higher education institutions identify their current situation, respecting the local and national environments, and from that, agreeing on potential areas for action. HEInnovate facilitates the assessment of an HEI in a systematic, but flexible way, opening up discussion and debate associated with the entrepreneurial / innovative nature of higher education institutions. Through the ongoing use of HEInnovate, HEIs can monitor their progress against actions taken, gain inspiration from material available and be part of a community of practice.

HEInnovate covers eight broad areas, under which are the statements for self-assessment:

- Leadership and Governance
- Organisational Capacity, People and Incentives
- Entrepreneurial Teaching and Learning
- Preparing and Supporting Entrepreneurs
- Digital Transformation and Capabilities
- Knowledge Exchange and Collaboration
- The Internationalised Institution
- Measuring Impact

The HEInnovate self-assessment tool is accessed through a dedicated website. The website contains a wealth of supporting information including case studies and other materials which give ideas, guidance and inspiration for the effective management of institutional and cultural change.

The online self-assessment tool is freely available at: www.heinnovate.eu

1.2 HEInnovate workshops

Over the past five years, HEInnovate workshops have been organised and delivered across many European countries. These workshops support and encourage the use of the self-assessment tool through introducing people to the concepts as well as providing interactive sessions to identify areas for development in individual HEIs. Other workshops include groups of HEIs, often regionally clustered, who work together to exchange ideas and good practice.

HEInnovate continues to evolve. From the early workshops which provided information and awareness raising through to a growing number of specific, targeted workshops, where HEIs develop initial plans for action for institutional change. A number of HEIs in Europe have already taken the initiative to organise and deliver their own workshops, leading to action plans and change.

To support the further scaling up of HEInnovate and encourage its independent use in individual HEIs, a training package has been developed and published on the HEInnovate website. The training package includes a toolkit and provides guidance on how to plan and run three different types of HEInnovate workshop:

- Introduction to HEInnovate
- Discovery and planning

- Implementation and impact

The three workshops can be run individually or sequentially, to suit the stages of development of the higher education institution. The training package is for guidance purposes only, as each workshop has to be based on the individual needs of the HEI(s) organising and delivering the event.

2. The HEInnovate training session

This training session is based on the HEInnovate training package. It will provide information on how to use the self-assessment tool in workshops, information on the types of workshops and their intended outcomes, and common elements for workshop planning and preparation.

The training session is interactive. Participants can ask questions and have the opportunity to learn from experienced HEInnovate workshop facilitators who have been engaged in the development and implementation of HEInnovate since its launch in 2013.

The training session is designed for staff from HEIs. Prior knowledge of HEInnovate is preferable, but not a requirement for participation. The main focus of the session will be to equip participants with information, tools and techniques to help maximise the use of HEInnovate in practice.

By the end of the training session participants will:

- Understand the role HEInnovate can play in developing their institutions' innovative and entrepreneurial potential
- Be confident to carry out their own HEInnovate workshops to support this process
- Be aware of and understand the supporting materials available for designing and delivering workshops

2.1 The detailed programme for the day

The interactive training session will start with a welcome and an opportunity for a roundtable introduction, to understand the background of the participants and their main objectives for attending the training.

Session 1: Introduction to HEInnovate

The first session is an (re)introduction to HEInnovate providing an overview of the key concepts and the self-assessment tool.

Session 2: The use of HEInnovate in an HEI

The session will focus on the different types of use of HEInnovate in an institution. It will highlight possible uses of the self-assessment tool and the results generated as part of an institutional change process. The training session facilitators will introduce different types of HEInnovate workshops including:

- Participation of single and/or multiple HEIs
- Participation of internal and external stakeholders in the workshops
- Tailoring workshops to the needs of HEIs at different levels of maturity
- The concept of single and sequential workshops

The training session facilitators will provide examples of workshops they have run and how these have been designed and delivered to reach different outcomes. Active participation from the training session participants will be encouraged.

Session 3: From start to finish...

This session will present how to design and deliver an HEInnovate workshop, based on the training package. In addition, the session will provide practical tips and tools for organisers and facilitators.

The session will cover:

- Purpose of the workshop: setting objectives and expected outcomes
- Preparing for the workshop: whom to invite and setting an agenda
- Delivering the workshop: how to use HEInnovate, useful resources, the role of the facilitator, sessions and questions
- What happens next: follow up activities, additional support available

Session 4: Designing an HEInnovate workshop – breakout session

This interactive session provides an opportunity for the participants to work on their own design of an HEInnovate workshop. It will provide the time to interact with the facilitators and to set out a plan for an HEInnovate workshop for their own institution. This includes:

- Identifying needs – setting objectives and expected outcomes
- Deciding who to invite
- Designing the agenda
- Identify needs and questions for the facilitators running the training session

This session will end with a change to discuss the design of the workshops with other participants and exchange ideas.

Session 5: Task - Delivering mini HEInnovate workshops

This second interactive session moves from design to delivery. Participants will work in groups on different aspects of HEInnovate workshops. This session will include the delivery of presentations / mini-workshops from the teams covering the following:

- How to make the first steps - engaging people from your institution “how to sell HEInnovate”
- An introduction to HEInnovate – explaining the concepts to staff attending the workshop – why they are here and what are the intended outcomes
- A follow up workshop – from actions to implementation
- An (inter)national approach – best practice sharing among multiple HEIs

Session 6 – Wrap up and next steps

Discussion on the different ways in which HEInnovate can be used to suit participants’ own purposes and needs. What are the steps they wish to take to organise and deliver an HEInnovate workshop in their own institution? What additional input would they need? Are there specific issues or barriers that they can foresee to holding a workshop and how can these be addressed?

Agenda

16th January 2020

9.00-9.30	Coffee and registration
9.30 - 9.45	Welcome and Round table introduction of the participants
9.45 – 10.45	Session 1: Introduction to HEInnovate
10.45 – 11.30	Session 2: The use of HEInnovate in an HEI Q&A
11.30 – 11.45	Coffee break
11.45– 13.00	Session 3: From start to finish... Q&A
13.00 - 14.00	Lunch
14.00 – 16.00	Session 4: Designing an HEInnovate workshop – breakout session Feedback and Q&A
16.00 – 16.15	Coffee break
16.15 – 17.00	Session 5: Task - Delivering presentation / mini HEInnovate workshops Preparation of the groups
18.00	Cocktail reception

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9.30- 10.00	Recap on day 1
10.00-11.00	Presentations / Mini workshops
11.00-11.15	Coffee
11.15-12.15	Presentations / Mini workshops continue
12.15-12.45	Session 6: Feedback from the groups and facilitated discussion Wrap up and next steps
12.45	Close and Lunch

2.2 Practical information

- **Date and time:** 16th – 17th January 2020
- **Venue:** Premises of DG for Education, Youth, Sport and Culture (70 Rue Joseph II, 1049 Brussels)
- **Participation fee:** the training session is free of charge, and includes travel and accommodation
- **Registration:** please complete the application form at the following link: https://www.research.net/r/HEInnovate_training_2020
- **Contact:** if you have any questions, please contact Célia Couchot at celia.couchot@technopolis-group.com
- **Deadline for registration: 11th December 2019** – However, please note, that only a limited number of places are available. Applicants will be informed by email by 18th December 2019.