



Facilitator roles

Learning host

For each relay one person (or a duo) within the organising team, should be in charge of hosting the overall learning experience for the participants & facilitators. This person is the one who sends out all the emails around the online meet-ups and workshop. Even though these messages are often practical in nature, they also play an important role in setting the tone and atmosphere of the learning experience. The Learning Host tries to make people feel included & excited about the workshop and relay. The Learning Host also 'facilitates' the communication and coordination amongst the other facilitators and any adjustments that might be needed during the relay.

Group Supporter

Per group there is one process supporter. In general you could say that a process supporter is the first contact point of the runners and helps the members of her/ his group to run this relay. That might be by motivating the runners, by pointing the runners in the right direction, by helping the runners with the (first steps of) organizing activities etc. More concrete this might take the form of:

- ❖ Communicate with their relay group and ask if the participants need further support or they have suggestions related to the assignment, the next online meet-up, etc.
- ❖ Motivate their relay group to follow the sequence of posting questions and answers on LinkedIn. If they notice that a group member is very quiet, reach out to them individually to understand what's going on & get them back on track.
- ❖ Communicate any specific needs and interests of their group to the organizing team / Learning host so that they can respond to this in a fitting manner.

Content supporters

The content supporters have an important role to play in terms of network activity and content: their role is to be an active observer during the various group discussions on LinkedIn. They are encouraged to reply to questions and take part in the conversations with any type of tips and suggestions (or clarifying questions) they might have based on their experience within SIC and their own work, e.g. tools, people, organizations, initiatives, personal experience etc.

In addition to this they will be a first contact for the organizing team, in case any learning needs emerge within the group and for evaluating, adjusting and learning about the format during the relay and once it is completed.