



Facilitation script

Toolkit for Interorganisational Collaborative Learning

This toolkit is designed to help companies get to know each other, exchange experiences, and explore possible collaboration opportunities. The toolkit is built around two practical sessions using visual canvases, sticky notes, and group discussion.

The facilitator's role is not to provide solutions but to guide the conversation, encourage participation, and help participants connect their ideas, needs, and experiences.

Before the Workshop

Prepare:

- Matchmaking Canvas
- Collaborative Learning Canvas
- Ideation cards
- Sticky notes or stickers
- Markers and pens

Arrange the space so participants can easily move around the canvases and discuss together.

Introduction and Opening

Before starting the workshop activities, begin with a short introduction round to help participants feel comfortable and get familiar with each other.

Welcome everyone, and briefly introduce yourself, your role, and the purpose of the workshop. After this, invite participants to introduce themselves. Ask each participant to briefly share:

- their name,
- company or organisation,
- role or area of work,
- and optionally one short expectation or interest related to the workshop.

If participants do not know each other, this short opening helps establish a more relaxed atmosphere before moving into the workshop activities.

Session 1 — Structured Matchmaking

Aim: The first session helps participants introduce their companies and identify potential collaboration opportunities. **Duration:** Approximately 50–60 minutes.

Start by giving each participant three colour stickers. Ask them to write:

- their company's strengths or expertise,
- current needs or weaknesses,
- and goals or future vision.

Encourage them to keep the notes short — ideally one idea per sticker. Give participants around 10 minutes for this part. Once participants have finished writing, invite them one by one to briefly introduce their company and place their stickers onto the Matchmaking Canvas.

The “OWN” areas of the canvas are used during this stage:

- strengths and needs are placed across the horizontal axis,
- goals and vision are placed along the vertical axis.

As facilitator, your role here is mainly to:

- keep introductions concise,
- encourage listening,
- and ask small clarifying questions when needed.

After everyone has presented, move the discussion toward collaboration opportunities. Invite participants to look at the canvas together and discuss:

- where companies complement each other,
- where they have common goals,
- or where similar challenges appear.

When new ideas emerge, participants write them on additional stickers.

These new stickers are placed in:

- the “COMPLEMENTING” area for complementary strengths and needs,
- or the “COMMON” area for shared interests, goals, or challenges.

At this stage, discussion usually becomes more dynamic and informal. Allow participants to react to each other naturally. If discussion slows down, useful prompts can be:

- “Do you see any possible synergies here?”
- “Who could support whom?”
- “Are there shared challenges that companies could address together?”

The purpose is not to force partnerships, but to make potential connections visible. At the end of the session, briefly reflect together on the completed canvas.

Session 2 — Mapping the Collaboration Process

Aim: The second session focuses on designing a possible collaboration journey from beginning to continuation. **Duration:** Approximately 80–90 minutes.

Introduce the Collaboration Journey Canvas by explaining that it helps participants think through collaboration as a process rather than a single activity. The columns represent collaboration phases, while the rows help structure discussion around:

- aims,
- challenges,
- enablers,
- methods,
- and tools.

Begin by asking participants to define the main phases of a possible collaboration journey.

Examples might include: preparation, partner search, Planning, etc.

However, participants should define phases in their own way based on their experience. Once the phases are defined, ask participants to discuss the aims of each phase. You can prompt them with questions like:

- “What should happen during this stage?”
- “What are you trying to achieve here?”

The answers are written into the “Aim” row.

Next, move to challenges. Ask participants to think realistically about what difficulties might appear during each phase. Common examples include: lack of time, communication problems, unclear responsibilities, technical barriers, trust issues etc.

These are written into the “Challenges” row.

After discussing challenges, shift the focus toward enablers. Ask:

- “What helps collaboration work well?”
- “What conditions or behaviours support successful cooperation?”

Participants write these ideas into the “Enablers” row. Prepared ideation cards can be used throughout this process to stimulate ideas and discussion.

Next, discuss methods that could support collaboration. Examples might include: workshops, regular meetings, pilot projects, etc. These are placed into the “Methods” row.

Finally, ask participants to identify tools that may support collaboration: communication platforms, shared documents, project management systems, digital collaboration tools, etc..

These are written into the “Tools” row.

Once the canvas is completed, invite participants to step back and review the entire collaboration journey together.

Encourage them to discuss:

- whether the process feels realistic,
- whether important elements are missing,
- and what parts seem most valuable or challenging.

Each group can then briefly present their map to the others.

Final Reflection

At the end of the workshop, it is important to create space for reflection and informal discussion. A simple closing conversation is enough.

Possible questions include:

- What did you learn from today’s discussions?
- What collaboration opportunities became visible?
- What challenges seem most important?
- What ideas could realistically continue after the workshop?

The workshop does not need to end with concrete agreements. Often, the most valuable outcome is creating shared understanding, trust, and a starting point for future collaboration.

Encourage participants to continue discussions after the workshop and exchange contacts if relevant.

General Facilitation Tips

- Keep the atmosphere informal and open.
- Encourage practical examples instead of abstract discussions.
- Allow flexibility in how participants interpret the canvases.
- Avoid over-controlling discussions.
- If discussion becomes too broad, bring it back to concrete situations or experiences.
- Focus on helping participants connect ideas and experiences with each other.