Facilitator Guide: Session 5 - Interactive Workshop

Session Information

- **Duration:** 45 minutes
- **Format:** Breakout sessions with report-back
- **Facilitators:** Team 1 Lead (UT), Team 2 Lead (OU)
- **Slides:** 20260801*1430*WP3*Session5*Workshop.pdf (6 slides)

Pre-Session Checklist

- [ ] Breakout rooms configured
- [ ] Team leads briefed on facilitation
- [ ] Note-taking template shared
- [ ] Action item tracker ready
- [ ] Timer set for breakout duration

Detailed Agenda

Time	Activity	Location
0:00-5:00	Instructions	Main room
5:00-30:00	Breakout discussions	Breakout rooms
30:00-40:00	Report back	Main room
40:00-45:00	Synthesis & wrap-up	Main room

Breakout Session Setup

Room 1: Team 1 (Sustainable Investment)

Participants: UT, LBUS, UNISI + interested Asian partners **Facilitator:** UT representative **Focus:** Modules 1-3

Room 2: Team 2 (Policy Development)

Participants: OU, IHF + interested Asian partners **Facilitator:** OU representative **Focus:** Modules 4-5

Slide-by-Slide Talking Points

Slide 1: Title

- Final interactive session
- Time to translate learning into action

Slide 2: Breakout Instructions

Key messages: - 25 minutes in breakouts - Clear roles: facilitator, note-taker, reporter - Focus on actionable outcomes

Assign roles before breakout: - Facilitator: Team lead - Note-taker: Volunteer or assign - Reporter: Select for report-back

Slide 3: Team 1 Prompts

Discussion questions to address: 1. What green finance concepts most important for ASEAN? 2. What case studies would resonate? 3. What ESG frameworks used locally?

Additional prompts: - Industry connections for real data - Key learner challenges - Assessment design preferences

Slide 4: Team 2 Prompts

Discussion questions to address: 1. How do EU regulations compare with ASEAN? 2. Most important green finance initiatives by country?

Regional focus: - Vietnam: Green growth strategy - Thailand: Sustainable finance roadmap - Philippines: Green taxonomy development

Slide 5: Action Item Template

Format to use: - ID (T1-001 or T2-001) - Action description - Owner (person and organization) - Due date - Priority (P1-P4)

Ensure: Each team captures 5+ actionable items

Slide 6: Wrap-up

Key messages: - Summarize key outcomes - Confirm immediate next steps - Express appreciation

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Facilitation Tips for Breakout Leads

Before Breakout

- Have discussion questions visible
- Assign roles immediately
- Set timer visible to all

During Breakout

- Keep discussion focused
- Ensure all voices heard
- Capture concrete actions
- Watch the time

Closing Breakout

- Summarize key points
- Confirm action items
- Select reporter for main room

Report-Back Structure (5 min per team)

Each team should report: 1. **Key insights:** 2-3 main discussion points 2. **Concerns raised:** Any challenges identified 3. **Action items:** Top 3-5 committed actions 4. **Questions:** Items needing broader discussion

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Post-Workshop Actions

Immediate (Today)

1. Compile action items from both teams
2. Share combined action tracker
3. Send thank you and summary email

This Week

1. UT sends Teams invitations
2. Shared drive access confirmed
3. First team meetings scheduled
4. Asian partners confirm staff selection

Next Milestone

- **August 7:** Setup complete
- **August 8:** Sprint 1 begins

Wrap-Up Talking Points

1. Thank everyone for participation
2. Summarize what was covered in all 5 sessions
3. Emphasize importance of WP3 for project success
4. Confirm next steps and contact points
5. Invite final questions

Closing statement: "WP3 officially launches today. We have 15 months to build something that will transform green finance education in Southeast Asia. Let's make it count."

Emergency Contacts During Session

Role	Contact
Technical issues	UT IT support
Content questions	WP3 Lead
General support	Project coordinator

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The project site is https://digital-ai-finance.github.io/Green-Finance. A question about this file goes to joerg.osterrieder@utwente.nl.

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