Planning a workshop

You need to consider broad and detailed planning for a workshop. Paul will cover broad planning, Alice will cover detailed planning.

1. Broad planning (45 mins)

First you need to consider the type of group, the type of theme you are working on and the type of format that will be relevant in terms of length etc

Choose one of the following scenarios for which you have been invited to run a workshop:

- Village Women's institute Local Food workshop 1 hour
- NUM Climate Change workshop half day
- Local residents group Housing privatisation workshop 2 hours
- MSPs Transition Towns workshop 1.5 hours
- People and Planet Migration workshop half day
- Year 10 (age 14) school kids Gun Crime 2 hours
- Open public event in community centre Understanding global economic crisis whole day

Make notes in small groups of around 3 on the following questions:

About the group

- What are the aims and values of the group?
- What do you know about them? (previous activities, personalities, history, politics)
- What concerns and questions might they have?
- What kinds of things might inspire them?
- What research do you need to do and how will you do it?

Practicalities

- How many people will there be?
- How and what would you do?
- What tools and techniques will you use?
- Where would you hold the event?
- What equipment might you need?
- What problems might you encounter?
- What kinds of action could you plan with the group in a session?

General Planning Points

- Find out about the group and what they want out of the session
- Think about how much participation they will appreciate/tolerate
- Have a clear aim, or set of aims for the session
- Select techniques relevant to the aims of the workshop
- Think about sequencing and order of activities
- Don't overcram with information
- Have clear and precise information
- Be varied (share facilitation - use films, quotes, images, physical activities etc.)

Moving On

- Have a plan for following up, leaving information, next steps
- Use concrete examples and give resources for people to follow up
- Aim to arrange ongoing work and/or future contact between people – think of how this can be done
- Ask for feedback - remember you are learning too
- Make space to share info about upcoming events or people's existing projects
- Offer to send people further hand-outs or resources