### Checklist for after workshops (in person or online)

<table>
<thead>
<tr>
<th>What?</th>
<th>How?</th>
<th>Done?</th>
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| **Send materials to all participants** | **Send participants:**  
- The presentation used during the workshop - to help participants recall what they discussed and learnt in the session  
- Any additional materials that you used during the workshop  
- A video recording of the session if it was recorded | | |
| **Send thanks to all participants** | **Send participants a communication:**  
- Thanking them for their participation  
- Summarising the event  
- Listing additional materials and resources which they can look at alone  
- Encouraging them to share their new knowledge and skills with others | | |
| **Celebrate the success** |  
- Congratulate yourself and your colleagues  
- Post about the workshop on any relevant social media and websites. This will attract future participants | | |
| **Evaluate the workshop through discussion** |  
- Speak with participants to evaluate your workshop – find out what went well and what could have been even better in their opinion. You can use the Post Workshop Questionnaire for Workshop Participants as a guide for these conversations or ask participants to fill in the questionnaire  
- Also, refer to the Guide: Evaluation After a Workshop to help you reflect on the workshop | | |
| **Advertise your next workshop** |  
- Let the participants of your previous workshop(s) know that you are organising another and invite them to participate again  
- Ask former workshop participants to spread the word about your future workshop(s) | | |
| **More ideas?** |  
- What else could you do to communicate with participants after the workshop and advertise your success? | |