



Guide: Communication After A Workshop

Checklist for after workshops (in person or online)

Use the tick boxes to check your progress.

What?	How?	Done?
 Send materials to all participants	<p style="text-align: center;">Send participants:</p> <ul style="list-style-type: none"> • 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	<p style="text-align: center;">Send participants a communication:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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?	<ul style="list-style-type: none"> • What else could you do to communicate with participants after the workshop and advertise your success? 	

