






Guide: Delivering A Workshop

Checklist for during workshops

Use the tick boxes to check your progress.

What?	How?	Done?
 Be prepared	<p>If possible, be at the workshop location 15-30 minutes in advance. This is a good time to start to create a friendly atmosphere and warm up with participants who are early.</p>	
	<p>Provide a sign or presentation slide with the title of the meeting, so participants can make sure they are in the right place.</p>	
 Welcome participants	<p>Greet participants at the start of the workshop, introduce yourself and tell participants some facts about yourself. Your authenticity and ability to connect with the participants from the start of the workshop is very important.</p>	
	<p>Introduce the workshop's topic and structure.</p>	
	<p>Briefly discuss organisational issues – such as the timing of the session, breaks etc.</p>	
	<p>If you are planning to take photos of the session, agree this with participants, allowing those who wish to opt out to do so .</p>	
 Interact with participants and help them to discover the content	<p>Establish some expectations about behaviour during the workshop – not everyone knows how to behave during workshops and activities. Setting out expectations at the start, will help everyone to work more efficiently. It can be useful to write out these expectations on a slide.</p>	
	<p>Check in with participants from time to time and reconnect with them. Ask participants if everything is okay, and if they understand the exercise.</p>	
	<p>Follow a clear structure.</p>	
	<p>Make the end of the training clear. Ask participants for feedback - do not be afraid of their comments. You have a chance to learn what you could do differently next time. If you host a Q&A session at the end, consider introducing the idea at the start of the session so that participants can think of their questions during the workshop.</p>	

Example expectations for workshops:

- We try to be involved and collaborate with others.
- We address each other by name (if all participants are comfortable with this).
- We are not afraid to ask questions. Everyone is at a different stage of the journey.
- What else is missing? - Ask participants.





Guide: Delivering A Workshop

Your actions, as a facilitator, matter!

- When asking participants questions, don't be afraid of silence. Give participants a moment to switch into "active mode".
- Respond to participants' needs during the workshop, but make sure the issues of individual participants do not affect the session as a whole. Offer to discuss certain issues during the break or after the workshop with specific participants.
- Invite participants by name to participate in activities. This will focus their attention.
- Show examples wherever possible.
- Use breaks, especially if you see lots of participants losing their focus.
- The quality of the training depends not only on your commitment as a facilitator, but also on the participants' willingness to interact with you.

