










Guide: Planning A Workshop

Key points to consider when planning your workshop(s)

Ideas	Questions	Notes
 Who?	Who are my target audience(s)? What are their needs?	
 With whom?	Do I have any potential partners (associations, institutions etc.)?	
 Being the best facilitator I can be	What are my strengths that will help me as a facilitator? What skills could I strengthen to be an even better facilitator?	
 Possible Help	Who could support me whilst I deliver workshop(s)? Can I think of any potential co-facilitators?	
 Materials/ Technology	What materials do I need to deliver my workshop(s)? What technology do I need to deliver workshop(s)?	
 Skills to target	Which skills should my workshop(s) focus on? Which resources should I choose?	
 Specific Objectives	What do I want participants to learn from the workshop(s)?	








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Making your checklist - a "small steps" strategy

This checklist is not exhaustive – you can add to it!

 <p>Actions to be carried out</p> <p>Examples:</p>	 <p>When?</p>	 <p>Checklist</p>
Identify the audiences most 'in need' of digital skills		
Make a list of local associations/organisations working with my target group(s)		
Identify strengths and weakness in my own digital skills (use the Self-Assessment for Facilitators to help, if needed)		
Find a colleague or friend who can help me acquire any additional skills needed		
Analyse the needs of my target group(s)		
Choose the topic of my workshop		
Consult The Digital Travellers Library of Resources and make a list of the materials which are relevant for my workshop's topic		
Choose a resource or resources to use in my workshop		
Consider the equipment I need to deliver my workshop		
If I don't have all the necessary equipment, find out if I can borrow it or hold the workshop in a venue where there is equipment		
Find a venue for the workshop		
Invite participants and advertise my workshop		
Make the presentation for my workshop		
Send a reminder to participants about the workshop. If participants need to bring something with them, tell them		
Visit the venue of the workshop to check everything is as I need it to be. Alternatively, test the digital platform with colleagues if the workshop is online		
If possible, print out spare copies of documents/ resources in case of technical problems		
Think of a Plan B in case of a technical failure or in case an activity does not work well		
Practice the presentation in front of my colleagues or other people. Do they understand it?		
Check all the equipment functions on the day of the workshop		
Over to you...		





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Choosing a resource - 10 questions to consider

1. Who is my target group?
Example: Unemployed people.
2. What are the needs of my target group in terms of digital skills?
Example: Navigating online.
3. Which topics would be most relevant/interesting for my target group?
Example: Administrative and government websites.
4. What is the age group of my target audience and what type of resource would be suitable for this age group?
Example: Over 20 years old. Any type of resource designed for adults.
5. What type of resource would suit the language needs of my target participants?
(Do participants speak the language as native speakers? What is their literacy level?)
Example: My target group speak my language as native speakers but may have low literacy levels therefore I may choose a resource with minimal text.
6. What level of digital skills do my target group already have?
Example: Very basic digital skills – they can turn a computer or phone on but cannot use the devices without help.
7. What type of resource format would suit my target participants best?
(The Digital Travellers Library of Resources has activity sheets, background information, E-learning, online tutorials, preparatory guides, video clips, webinars and more!)
Example: All formats except E-learning and online tutorials because the group has not yet mastered the skills needed to use the internet.
8. What duration of activity would suit my participants best?
Example: Medium-length resources of up to an hour.
9. Do I want to be able to adapt the resource?
Example: No, so the resource needs to be ready to use.

Once I have found a potential resource...

10. Do I need specific technology or additional materials to use the specific resource?
Example: The resource I have chosen does not need any additional materials.

