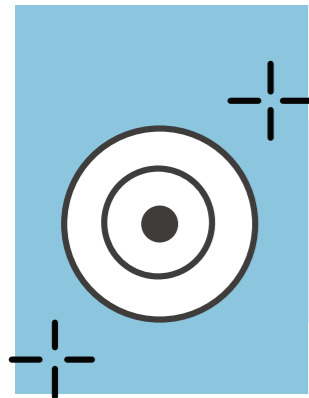


Running a workshop

1. Clarify purpose of workshop



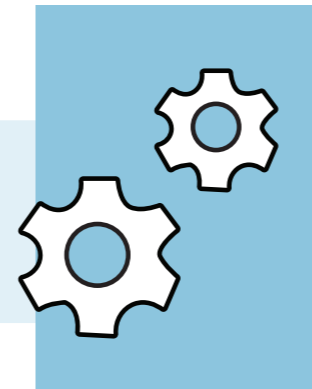
- Are you wanting to get everyone on the same page?
- Develop a research plan?
- Define your problem?
- Generate creative solutions?

2. Select approach



- Will you use select questions, approaches or a pre-prepared workshop plan?
- Is it in person or virtual?

3. Work through logistics



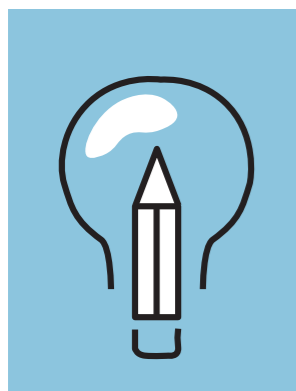
- Book room or select meeting software
- Identify resources needed
- Invite participants
- Who is responsible for what?

4. Make a back up plan



- Be prepared if the workshop has to be done virtually
- May have to change group size
- What software will be used?
- Will content need to be simplified?

8. Follow up on topic raised



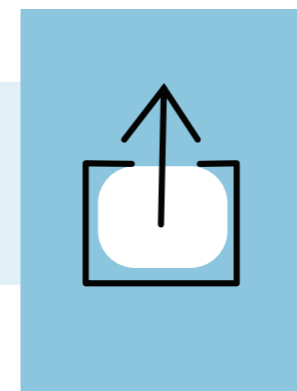
- Identify further work needed
- Follow up on points raised in workshop
- Broaden understanding as needed

7. Review and reflect on workshop



- Run reflection process
- Consider how the workshop went, and if the desired outcomes were met
- Identify improvements for future workshops

6. Feedback output



- Type up and process outputs
- Share outputs and outcomes with participants

5. Run meeting



- Set up
- Follow runsheet, but make adaptations as needed
- Have someone facilitating and someone else taking notes