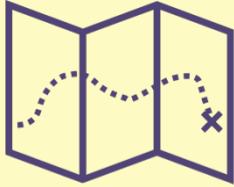


TWENTY-ONE TOP TIPS FOR A TIP TOP WORKSHOP

1. Have a BIGGER PICTURE

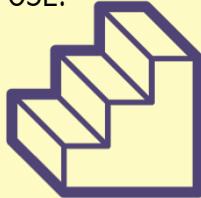
- ❖ Map the workshop journey beforehand.
- ❖ Think of where you want to get participants to – that’s your starting point when planning.
- ❖ Activities should take participants step by step to that destination.
- ❖ Share the workshop aims with participants and ensure they are on board.



ACTIVITIES

13. Every activity must have a clear and different PURPOSE.

14. It’s okay to do one-way delivery LECTURE bits where necessary.



15. Think about the way you do GROUP ACTIVITIES and how participants will feel being in those groups.

16. A couple of activities can be weighted disproportionately in building SOLIDARITY if you can get a tangential learning point in there. But make sure it’s clear what the learning point is or was.



17. Think OUTSIDE THE BOX. Want to teach the importance of communication? Illustrate it by doing team activities. Get people to move around.

18. Do not spend ages trying to elicit the right answer from your participants – you’ll lose momentum, attention and support. Know when to just TELL THEM what you want them to know.

19. Ask yourself if the standard ‘GROUP FEEDBACK to the room’ at the end of an activity is always necessary. Question why you are doing it.



ATMOSPHERE

2. The ICE-BREAKER is make or break for you and your participants. Do not lose them at this point.



3. Get SOLIDARITY high between participants from early on.



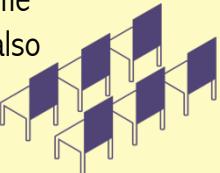
4. Get FUN in there: happy people are engaged people. PLAY is essential for learning and creativity.



5. Be MINDFUL of how participants will feel about each other.



6. Use of SPACE is important, e.g., ‘circle time’ is open, but also intimidating.



7. In a day-long workshop, afternoon FATIGUE will strike. Plan for this,



CONNECTION

8. Allow participants to make the most of their time TOGETHER.



❖ PAY ATTENTION to how participants are interacting.

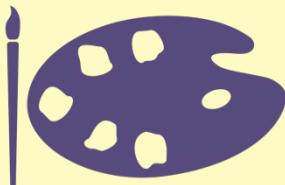
❖ Maybe even CHANGE DIRECTION based on what you observe.

❖ Maybe allow for free discussion to move things FORWARD at the end. But let people know it’s coming, and build towards it so it’s valuable

❖ Above all, remember: IT’S ABOUT THEM NOT YOU.

RESOURCES

- 9. Be CREATIVE with your resources; we all have PowerPoint and handout fatigue.
- 10. If you use PowerPoint, put some EFFORT in. Your PowerPoint says a lot about you.
- 11. Use awesome VIDEO clips to illustrate your point and break things up.
- 12. Don’t give people loads of handouts to take away; give them something ACCESSIBLE. Maybe a one page summary or infographic?



EGO

20. You should illustrate your right to be leading the workshop mainly through the QUALITY of the workshop: you shouldn’t need to rely on name dropping or status-bragging.

21. Be open to LEARNING from your delegates.