



# Workshop session Guide

## Start of session

## Notes

### Introduction (5-10 minutes)

#### Facilitator Introduction

- Introduce yourself and any co-facilitators
- Briefly explain your background and connection to the topic (if relevant)

#### Pre-workshop Survey

- Explain feedback purpose (to support funding)

*"Before we get started, we just have a super quick survey to complete"*

#### Workshop Overview

- Explain what the workshop will cover
- Outline what participants will be doing
- Highlight relevance and benefits
- Housekeeping: explain where the toilet is, water for drinking, and emergency exits in the event of a fire

#### Safety Guidelines

- Identify any risks to be cautious of
- Demonstrate safe use of equipment
- Explain any fixes to likely initial issues

#### Share key tips & Techniques

- Demonstrate techniques
- Provide examples if helpful
- ask participants what ideas they may be working on and if they need help

### **Main Activity** (45-60 minutes)

#### **Announce for participants to get started**

- Encourage participants to start looking at different inspiration images or using their phone to find different ideas to try.
- Encourage trying and mention if at first it doesn't work out they can try again, emphasising that this is a first attempt - it does not have to be perfect!

#### **Facilitation Steps**

- Begin activity
- Guide participants through stages
- Provide support and encouragement
- Monitor timing and progress

#### **Facilitator Role**

- Circulate and assist
- Encourage engagement and conversation
- Maintain safety awareness

# End of Session

# Notes

## Wrapping Up

(Final 30 minutes)

### Call "Final 30 Minutes"

- Announce to participants to start wrapping up and finishing their work
- Encourage participants to complete final touches
- Allow time for cleaning up the workspace
- Remind participants of any next steps

### Capture Engagement

- Take photos of participants engaging in the activity (where applicable)
- Capture work-in-progress and finished pieces

### Media Consent

- Ensure all participants sign a media consent form before photos are taken\

### Post-Workshop Survey

- Distribute post-workshop survey (paper or digital)
- Explain purpose of feedback
- Allow time for participants to complete
- Collect completed surveys
- Thank participants for their feedback