



# ENGAGEMENT

HOW TO ENGAGE & INTERACT WITH PARTICIPANTS



WIFI

IS IT STABLE? BANDWIDTH?



## ANALOG TOOLS

CANVASES, WORK SHEETS & CARDS



## STORIES

ANECDOTES & CASES RELEVANT TO THE WORKSHOP



# MENTAL PREPARATION

PREPARE YOURSELF & REHEARSE WORKSHOP



## WRITABLE SURFACES

NOTEBOOKS, POST-ITS, FLIPCHARTS & WHITEBOARDS



## FACILITATION STYLE(S)

ACTIVE? QUESTIONING? MENTORING? TEACHING?



## BUDGET

EXPECTED INCOMES & EXPENSES?





# CHALLENGES

POSSIBLE CHALLENGES YOU COULD PREPARE FOR



## CLOTHES

WHAT MAKES YOU FEEL COMFORTABLE & LOOK CREDIBLE?



## DELIVERABLES

WILL PARTICIPANTS PRODUCE OR PRESENT SOMETHING?



# PROJECTOR & DIGITAL DEVICES

PROJECTOR, COMPUTERS & ADAPTERS



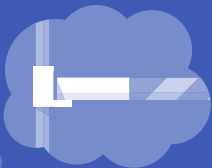
# DOCUMENTATION & RECORDING

HOW ARE YOU DOCUMENTING?



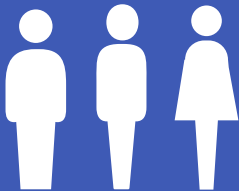
## ENERGY & PACE

HOW IS THE ENERGY CHANGING IN THE ROOM?



# EXPECTATIONS

ON FACILITATORS, PARTICIPANTS & THEMSELVES



## FACILITATORS

WHO'S LEADING & GUIDING THE WORKSHOP?





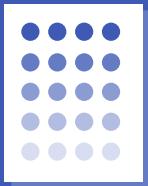
# PREPARATION & POST-WORKSHOP

LOGISTICS BEFORE & AFTER THE WORKSHOP



## FOOD & REFRESHMENTS

WILL THE PARTICIPANTS HAVE ENOUGH FUEL & ENERGY?



## PROPS & MATERIALS

EXERCISE MATERIAL, BELLS & NAME TAGS



# INFORMATION

INFORMATION BEFORE, DURING & AFTER THE WORKSHOP



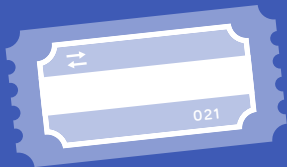
## BRIEFS & INSTRUCTIONS

HOW CLEARLY DO THE INSTRUCTIONS DESCRIBE THE TASK?



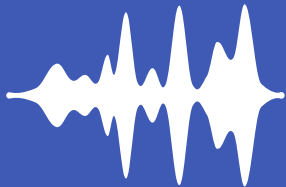
## PURPOSE & GOALS

WHY ARE YOU HAVING THE WORKSHOP? GOALS?



# JOURNEY

HOW TO PLAN THE WORKSHOP JOURNEY & THE PHASES



## LANGUAGE

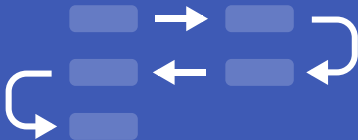
WHAT TYPE OF LANGUAGE WILL YOU USE? IS IT INCLUSIVE?





# MARKETING

HOW DO YOU GET THE WORD OUT?



## ACTIVITY TYPES

WILL THERE BE A VARIETY OF TASKS AND EXERCISES?



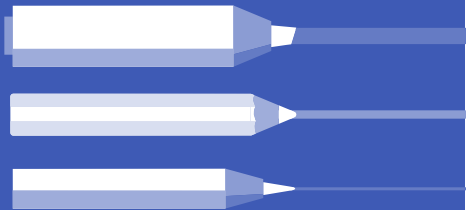
## PARTICIPANT NEEDS

WHAT ARE THE PARTICIPANTS' NEEDS?



## PARTICIPANTS

HOW MANY? WHO ARE THEY? REASON FOR ATTENDING?



## PENS & MARKERS

THICKNESS? COLOR? PERMANENT?



## PARTICIPANT LOGISTICS

WHO WILL ORGANISE VISAS, HOTELS & TRANSPORT?



# DISTRACTIONS

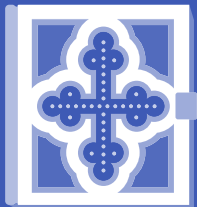
DISTRACTIONS & HOW TO HANDLE THEM?



# AUTHORITY

HOW TO GET THE TRUST OF THE PARTICIPANTS?





## RESOURCES

ADDITIONAL BOOKS, RESOURCES & REFERENCES



## ROLES & RESPONSIBILITIES

HAVE YOU DIVIDED TASKS & AREAS?



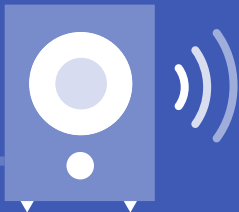
## RULES & GUIDELINES

WHICH ARE THE AGREED RULES OF ENGAGEMENT?



# ATMOSPHERE

HOW DO YOU CREATE AN ENGAGING ENVIRONMENT?



# SOUND

AMPLIFYING LECTURES, WORKSHOPS & DISCUSSIONS



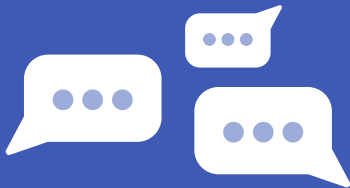
# SUCCESS

WHAT ARE THE CRITERIA FOR SUCCESS?



## TIME & SCHEDULE

AGENDA, DURATION & TIMEKEEPING



# GROUP DYNAMICS

HOW DO YOU BRING THE GROUP TOGETHER?





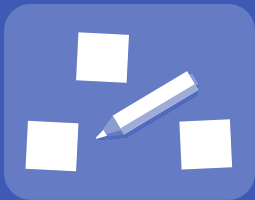
# FLOW & TRANSITIONS

TRANSITIONS BETWEEN FACILITATORS & PHASES



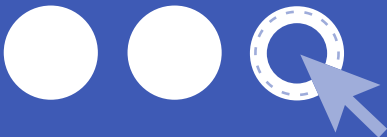
# VENUE

WHAT NEEDS DOES THE VENUE NEED TO MEET?



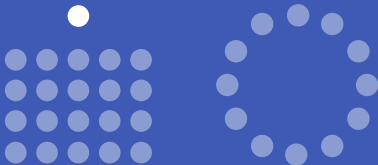
## SPACE & SIZE

IS THERE ENOUGH WORK SPACE?



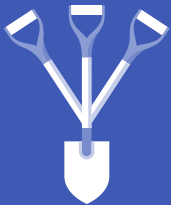
RSVP

DEADLINES, PRICING & CANCELLATION POLICY



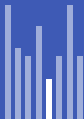
## ROOM SETUP

HOW TO POSITION CHAIRS & TABLES?



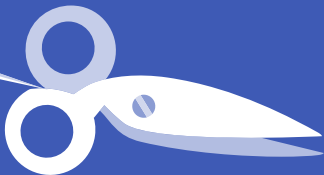
# EXERCISES

FACILITATED EXERCISES, TASKS & ENERGIZERS



## REPORTING & DELIVERY

WHAT TO DELIVER AFTER THE WORKSHOP?



## BREAKS

PAUSES THAT ALLOW REST, COFFEE & CONVERSATIONS





## REACTIONS

WHAT IS THE EXPECTED RESPONSE FOR EACH PART?



## CHECK-IN/OUT

PARTICIPATORY START/END OF A SESSION



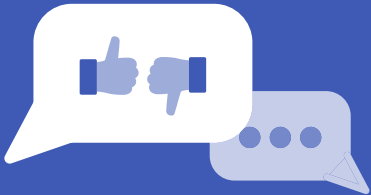
# EVALUATION

HOW TO EVALUATE THE WORKSHOP?



**FUN**

FUN ELEMENTS TO LIGHTEN UP THE WORKSHOP



# FEEDBACK

PARTICIPANTS GIVING & RECEIVING FEEDBACK



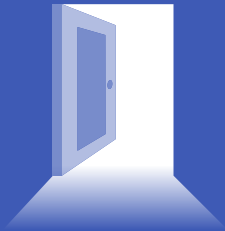
# QUESTIONS

HOW TO HANDLE ANTICIPATED & TOUGH QUESTIONS



## GROUP WORK

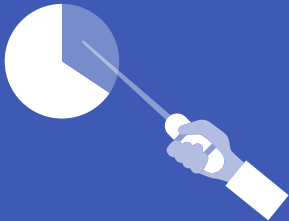
PEOPLE CREATE TOGETHER OR SIDE BY SIDE



# INTRODUCTION

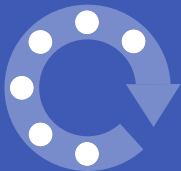
HOW DO YOU START THE SESSION?





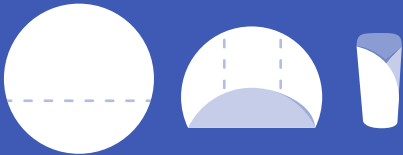
# PRESENTATIONS

WHO WILL BE PRESENTING? FOR HOW LONG?



## SHARING

PARTICIPANTS PRESENT THE OUTCOME OF THEIR EFFORTS



## ENDING

WRAP-UP & CLOSING SUMMARY OF THE SESSION



## REFLECTION

REFLECTION ON LEARNINGS. THEIR TAKE-AWAYS?