

## PRE-WORKSHOP PLANNING:

Consider participants' prior knowledge, physical abilities, digital literacies, language abilities, and cultural perspectives.

Gather information on their context (e.g. professional environment and roles, relevant to the workshop topic).

Develop a well-structured programme with breaks.

## POST-WORKSHOP WRAP-UP & EVALUATION

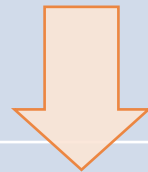
Share recorded workshop outputs with participants.

Invite feedback from participants for your own professional learning, as a facilitator. (This can also be done during the workshop wrap-up).

Engage in a debrief session with fellow workshop facilitators / coordinators and discuss what worked and what could be improved.

### OPENING / ICE-BREAKING

Articulate the workshop outcomes .  
Facilitate a socialisation activity or phase.  
Orientate participants in terms of the programme.



## THE WORKSHOP

### CORE

Include a range of activities, e.g. more passive knowledge acquisition activities, (e.g. watching a video) as well as more active engagement activities (e.g. solving a problem or analysing an issue) and introspective activities (e.g. a self-reflection exercise) .

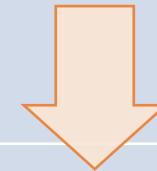
Highlight the purpose of each activity, before its start.

Allow equal and fair opportunity for engagement.

Model the behaviour (kind, considerate, responsive) that you want to see from participants.

Return to the programme, regularly, and update them on their progress through the sequence of activities. However, adapt the order or pace if necessary.

Record workshop outputs.



### WRAP-UP / CLOSING

Summarise the key workshop take-away lessons.

Encourage them to individually reflect upon (or share with the group) how they intend to apply lessons learned, going forward.

Communicate how workshop outputs/notes will be shared.

If there will be opportunities for further discussions, collaboration, networking or workshops: Include specific details (contact details, dates), or invite a volunteer/nominated participant to arrange follow-up engagements.

Share/invite concluding remarks - keeping the tone encouraging, positive and appreciative.

Always end on time.