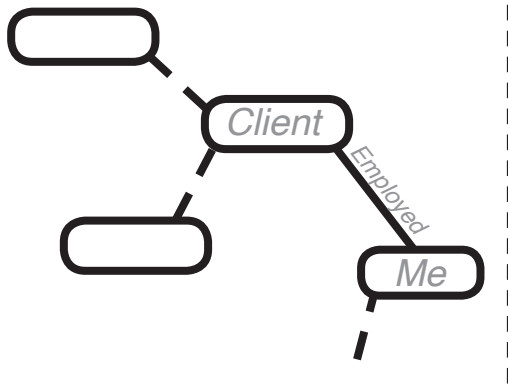# 1

PEOPLE

What are the relationships between the different people who are related to your workshop?
Please write down their roles on the map. Link and write down the relationships between them (see example). If this map is not suitable for me , what is my relationship map?

Client

Employed

Me

Which stages are different people involved in?
Please write down their roles on the engagement chart.
(e.g. Planning stage will involve me and workshop stage will involve participants.)

Me

Consolidation Stage

Planning Stage

Participants

Workshop Stage

GOAL

What is my client's goal and expectation?

What is my objective and expectation?

What is the objective and expectation for my participants?

1

BUDGET

What is my budget?

_____

What is the cost of the planning stage of my workshop?

How many people are involved in the planning stage? How much is the cost of their contribution?

_____ people * £_____ = _____

Miscellaneous costs:

Total: _____

What is the cost of running the workshop?

How much does it cost to rent the space?

How much can I spend on transportation?

What is the cost of facilitators? How many facilitators can I hire?

_____ people * £_____ = _____

How much can I spend on materials?

How much can I spend on food and drinks?

Miscellaneous costs:

Total: _____

What is the cost of consolidating the workshop?

How many people are involved in consolidation stage? How much is the cost of their contribution?

_____ people * £_____ = _____

Miscellaneous costs:

Total: _____

1

LOCATION

How do people get to venue?
What is web address of venue?

How will I get to the venue?
How will I transport any materials I need?

Where can people park?

Where can people find restaurants or supermarkets if meal is not included?

☐ Pick-up service
What will I do if it is needed?

☐ Accommodations
What will I do if it is needed?

What would I do with different weather conditions?
☐ If it is sunny, I will...
☐ If it is rainy, I will...
☐ If it is windy, I will...
☐ If it is snowy, I will...
☐ _____

TIME

What is the best time for participants to attend my workshop? Why? *(e.g. Finish the workshop before the latest train leaving)*

What type of theme is my workshop?
☐ Data gathering ☐ Problem finding ☐ Idea generating
☐ Problem solving ☐ Knowledge learning ☐ _____

Which processes in Double Diamond are suitable to describe my workshop? Choose one or more processes from the chart below.

Double Diamond shows the divergent and convergent stages of the process, which is a different mode of thinking.

Discover ☐ Define ☐   Develop ☐ Deliver ☐
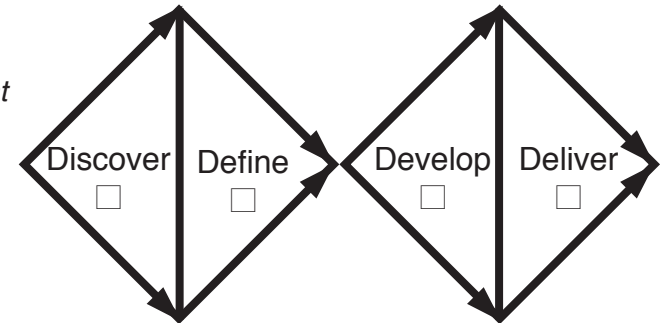
If the processes are not suitable for my workshop, what is my structure?

2

PEOPLE

What could be included in the brief for participants?
- ☐ Start time
- ☐ Venue
- ☐ Map
- ☐ Timetable
- ☐ Background
- ☐ Objective
- ☐ Importance of workshop in the overall programme
- ☐ Skills and knowledges expected to provide
- ☐ What should they do in advance?
- ☐ _____

What are the detailed needs, background information and context from different people?
(e.g. Skill learning for participants, target achieveing for client)

GOAL

What questions will be covered in activity in order to reach these aims?
(e.g. What is participants' skill weakness?)

What resources of knowledge do I need?
(e.g. Text book, website)

2

ACTIVITY

|	
1. What is the name of this activity?	2. How long does this activity take?
3. Who will lead this activity and who will be in supporting role?	4. It is suitable for _____ participants in one group. Participants will be divided into _____ groups. Why do I group them like this?
5. What is the objective?	6. What is this activity? How does it work?
7. Can I give an example of when and how I would use this activity?	8. What is my back-up plan for this activity? (1) If it doesn't work well? (2) If it is quicker than expected? (3) If it is slower than expected?
9. What is the expected outcome?	10. How will I evaluate outcome?

11. What is my requirement and preparation for this activity? Knowledge? Materials?

2

LOCATION

What is the technology do I need? How does venue support me? Do I need time to set it up and test it?
- ☐ Projector
- ☐ Sound
- ☐ Electronic Voting system
- ☐ Speaker
- ☐ _____

How will I lay out my workshop? Have I considered:
- ☐ Table arrangement ☐ Chair arrangement ☐ Whiteboard
- ☐ Projector ☐ Materials ☐ Flipchart ☐ Food and beverage
- ☐ Way to toilet ☐ Way to smoking area ☐ _____

Please draw a floor plan below.

TIME

Arrange my time for activities on my timeline. Have I thought about:
- ☐ Total time ☐ Rest time ☐ Meal ☐ Check-in and check-out ☐ Ice breaker ☐ Activity time
- ☐ Extra time for activities to run over ☐ Activity styles and order
- ☐ Rearrange room/equipment between act ☐ Connections between different activities ☐ _____

Please write them into your timeline below.

(Minutes/Hours)

Workshop Start

Workshop End

3

What problems have I found during the trial and test? What are the solutions? Please cut out one problem bubble and one solution bubble for each person. I can use them to collect feedback. Have I asked: ☐ Client ☐ Facilitators ☐ Me ☐ _____

What problems have you found?

What are your solutions?

4
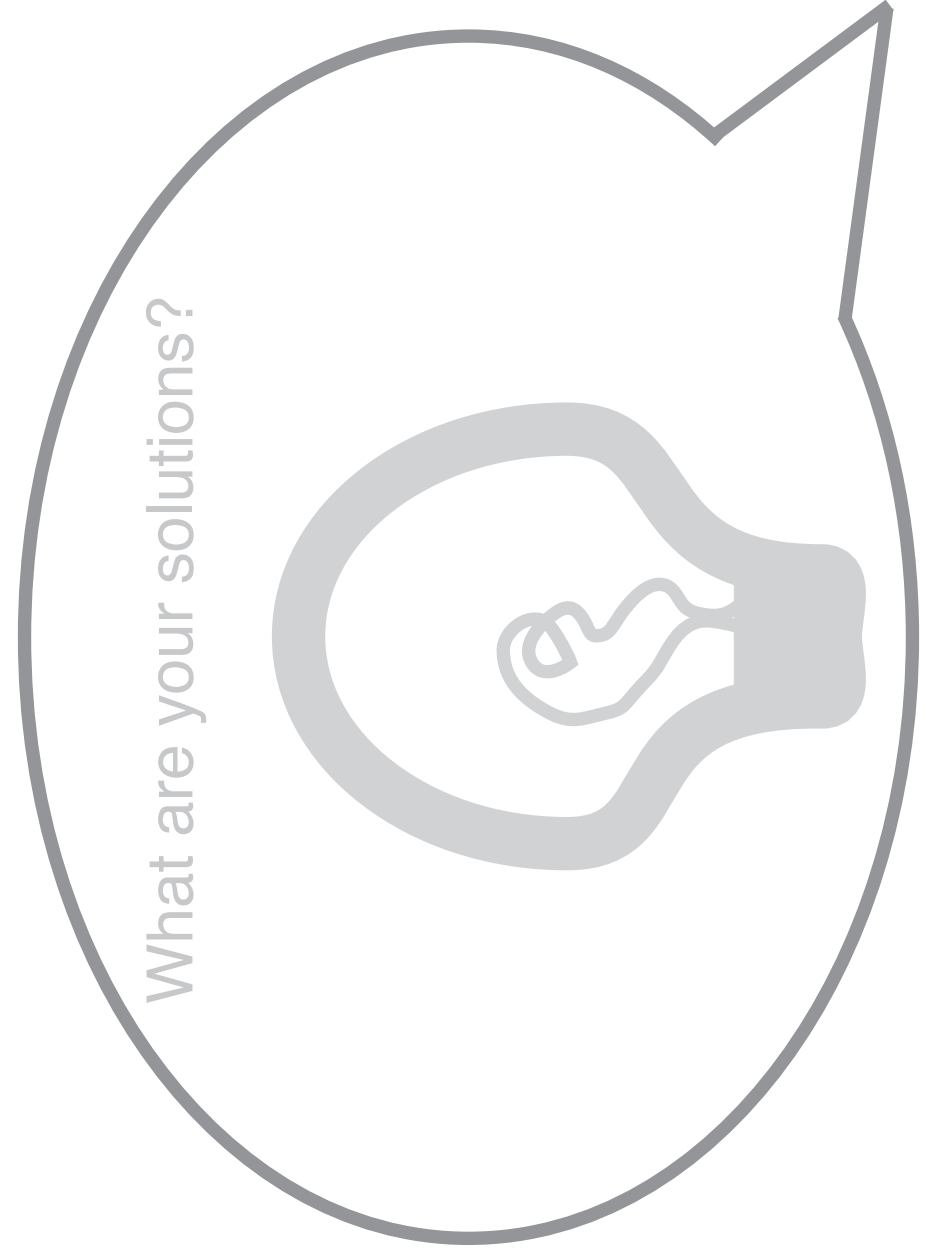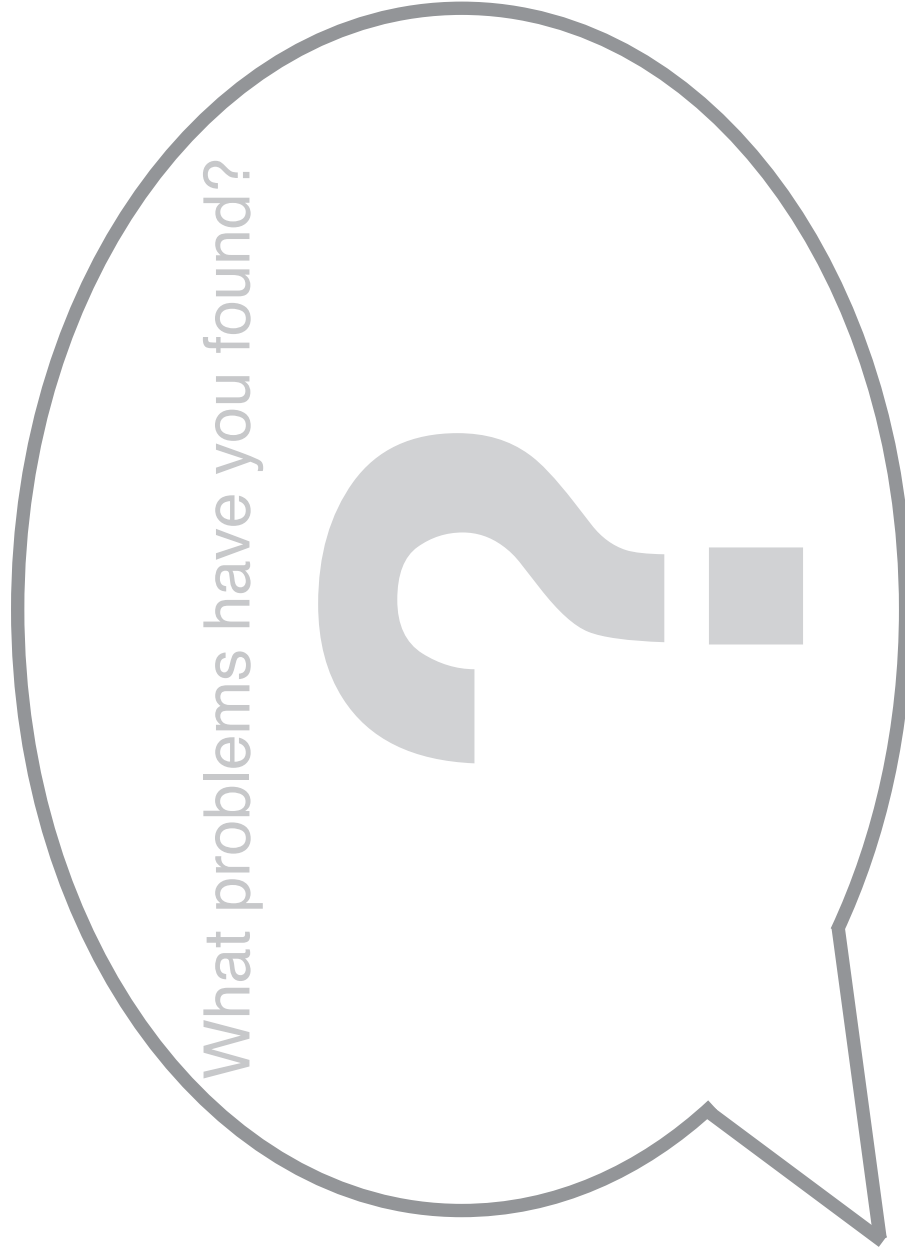
What feedback have different people given me? Please cut out one thinking bubble and one speech bubble for each person. I can use them to collect feedback. Have I asked: ☐ Client ☐ Facilitators ☐ Participants ☐ Me ☐ _____

What do you think about the workshop?

What do you learn from the workshop? How will you use it in the future?