12 steps to make workshops work
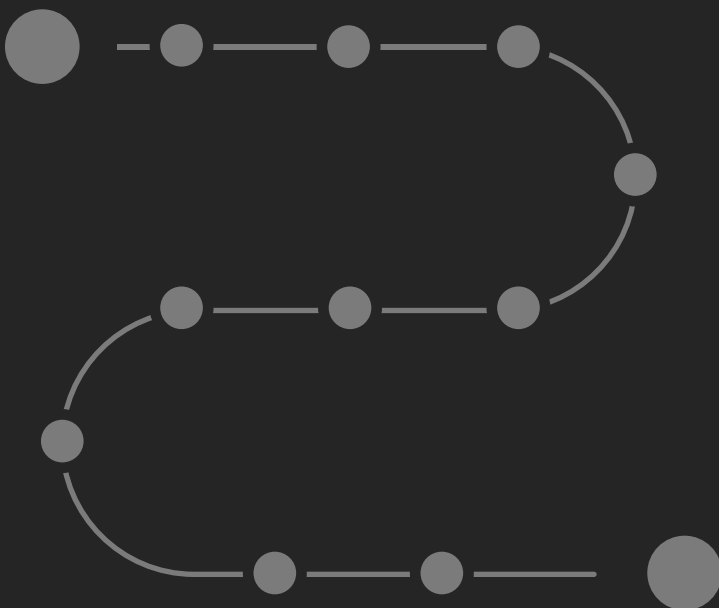
Click here to get the full 12-steps guide

Before you start

A workshop is a working session in which groups collaborate to work on a common goal. The goal depends on the purpose of your workshop. Do you aim to generate ideas, solve a problem, or make a decision?

In some cases, a workshop might not the best tool to achieve your goal. Start by asking yourself whether you actually need a workshop. Only if you answer these three questions with yes, this checklist will help you:

☐ Does the topic require the contribution of the participants?

☐ Do you intend to convert the results into work-related action?

☐ Does the group have the expertise and resources to achieve the expected results in the given time frame?

workshops
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Checklist

Workshop planning

☐ **1. Define the purpose**

A precise understanding of the workshop's purpose is the starting point to all steps that follow after. A workshop is only a tool to achieve a larger goal.

☐ **2. Select the group of participants**

A workshop will only achieve results if everyone in the room has a clear role that contributes to its purpose and outcome.

☐ **3. Have conversations with all the participants**

A pre-workshop call gives you the opportunity to discuss sensitive topics and potential "people-issues" off-record.

☐ **4. Draft the agenda and cross-check it with your objective**

Make sure that the exercises build on each other and guide the participants smoothly throughout the day.

☐ **5. Book a suitable space for your session**

A workshop is an experience you invite the participants to. Therefore, be mindful about what you want everyone to see and feel when they enter the space.

☐ **6. Address the participants**

Depending on their personal preferences, some of the participants will prefer to know the agenda in advance and will feel the need to prepare (at least mentally).

Workshop delivery

☐ **7. Pack your toolbox**

Make sure that all the tools you need to achieve the results you seek are at hand. Investing in higher quality tools usually pays off.

☐ **8. Facilitate the workshop**

Remember that you function as a role model and that your energy spills over to the group. Trust the process but don't force it if you feel that the group needs something else.

☐ **9. Cross-check the outcomes with your purpose and goals**

After the workshop, it is worth planning some time for your individual debriefing, a "post-mortem".

Workshop debrief

☐ **10. Feed back to participants**

Ensure that all the participants have the same understanding of the results and the next actions. A feeling of meaningful progress will motivate them to stay involved and follow-up.

☐ **11. Have a post-workshop survey if possible**

Double-check on the alignment amongst participants through a short online survey. Check their understanding of the results as well as their roles and responsibilities.

Workshop delivery

☐ **12. Follow-up a week after the workshop**

A week or two after the workshop it is important to reach out to the participants again to follow up. Make sure that everyone could progress on whatever they committed to.

Work with me

If you don't have time to go through the 12-steps yourself, why don't you take a shortcut?

Maybe you have nothing on paper yet. Maybe you just need a sparring partner to bullet-proof your concept. Maybe you need inspiration on how to get your agenda to the next level.

I collected insights from over 50 interviews with the world's best facilitators. I have learned what makes workshops work.
Let me help you.

Click here to book an exploration call