Tips for hosting a workshop

Audience

Invitation have you included the time, date, address, a contact number on the invite

Who to invite a good conversation is often had when there is a range of different participants, by age, gender, ethnic groups; one of the great strengths of the conversations at the Education Summit was the diversity of the participants

Tailoring to your participant different audiences have different needs which will influence how you want to run the whole workshop, what information you provide in the invitation, and how you engage on the day

Language use language that is suitable for your participants, keep it simple, translations may be useful; if language is a barrier for participants, you will need to ensure the right resources are available to enable a good conversation to happen.

Children you need to think carefully about how you are going to engage with children; advice is available through the Office of the Children's Commissioner: http://www.occ.org.nz/listening2kids/how-you-engage/

Planning

Preparation what do you need to prepare for the workshops – what resources will you provide?

Technology these workshops require access to websites, ensure you are able to access the websites and enough phones/ tablets are available for the size of your group

Workshop tools developing a workshop plan or agenda will help you tailor to your audience and identify what help you need

Information what information will you provide at the workshop, how will you record/capture the conversation, what tools do you need to do this (recording, post-it, pens)?

Consent ensure participants know how this information will be recorded and used

> *Some participants at the Summit in 2018 told us they like to know beforehand what the purpose of the hui is about; however, with conversations like this you may not want to give out a lot of information to allow the conversation to flow.*

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Venue

Location can people get to and from the venue easily?

Access is there appropriate access for those with disabilities, young people or elderly (wide doorways, ramps, lifts)

Size is there enough room for everyone who is coming? Are the seating arrangements suitable?

Facilities does the venue provide space for young children, kitchen and bathroom facilities?

Safe is the venue and conversation environment safe and appropriate for your participants?

> *Some participants who attended the Summit felt more comfortable forming their own smaller group; the hosts supported them to do that.*

Hosting

Welcome your participants greet them on arrival and be the last to leave

Make them comfortable do you have tea/coffee/ water and snacks available, do they know where to gather, where children can play safely and where the bathroom is?

Safety familiarise everyone with the emergency exits, and ensure there is a safe space for young children who may be present

Respect agree as a group some ground rules so that everyone feels comfortable to speak and be heard – ie no right or wrong questions, all ideas are good ideas, ensure that the majority voice is not the only voice heard (particularly with young people)

> *Participants of similar ages or backgrounds may respond well to another participant of a similar age or background facilitating the conversation.*

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Running the workshop

Your facilitator choose a facilitator who relates well to your audience and can manage conversations so all participants are heard and respected; engage the range of voices not just the majority

Credibility choose a facilitator who has the experience and expertise to facilitate a conversation with your group of participants

Purpose of the conversation participants will want to know why these conversations are happening and why we want and value their input

Layout think about how to set up the room to encourage small group conversations

What next be clear about what will happen to the information produced

If you are a host and supporting a community participant to organise and facilitate the session, what other support do they need?