

Workshop READ ME

Hello! So, you'd like to hold a Workshop. In this folder you will find all you need to host your Workshop.

We've included:

A Tear Sheet

A '**deck of cards**'

Short **sample video** of a live Workshop

Best Practices or **Guiding Principles**

Each of these assets are meant to assist you in facilitating this session. Ultimately, the idea is for you to run this however makes the most sense for YOU, for your team, your goals, your unique needs.

The **Tear Sheet** is a sort of instruction sheet for some tips for running a successful session. Use this to help guide you as you set up your own session. This sheet could also be used as a way to socialize the material with a group of potential participants. Use as you like!

The Cards can help set the tone for the session. These could be used as prompts during the session if someone gets stuck. But, we imagine that they could be more useful to help set the tone of the call. A participant might look these over before or during a session just to get a sense of the type of questions or conversations that might come up or even how to gage their responses.

This **Video** is here as another guide. This is one way that this model played out and we think a nice example of the kind of easy, open atmosphere we are trying to promote. Check it out and see if it works for you. Feel free to share this in your circles if you feel it might help promote the exchange model. This is an edited version of our own run-through to exemplify the type of exchange and what the model could look like.

Setting the Stage with **Guiding Principles**. Workshop-ing an idea requires the entire group to be committed to the task. In order for the presenter and those providing feedback to really engage in a productive and constructive conversation, it can help to **first establish a communally created list of best practices**. At the beginning of this session, we recommend starting with a question that encourages each participant to share what they might need in order to be most successful during this session.

For example: The facilitator might pose a question like, '*What do you need to have the most productive conversation?*' Make sure everyone has a chance to contribute to the list before you begin.

Please [share your comments/feedback here](#) once you've held your test run. Feel free to share this with any participants as well to collect their thoughts too!