**Participation Workshop Planning Checklist**

**Things to discuss and make decisions about prior to the session**



* **Clarify facilitator roles**: Who is leading which bits? Who is recording? Who is responsible for practice elements?
* **Identify support roles and resources:** If someone needs to leave or gets upset – who will step in to support? What support can you access or signpost to immediately? Is there a place the person can go, nearby, and receive support if they wish?
* **Consider the space:**  Make sure you know what space is available and how it is set up. Consider whether the space is private (or will other people be moving through it?) Do you have a break out room or space for someone to take time out of the main group? How do the planned activities need adapting to the space?
* **Manage expectations**: How will you ensure that participant expectations are properly managed about a) impacts of their participation b) influence and c) feedback? Think carefully about how to avoid over-promising or over-claiming
* **What are the priorities if you run out of time**: Identify the key question(s) or activity to prioritise if things change and you only have time to do one thing.
* **Plan for different group composition and dynamics**: Consider any issues regarding group dynamics. Do some or all of the group already know each other? What strategies can you undertake to support new people to feel welcome? If the group are coming together for the first-time, what plans do you have for introductions and building trust? Can/should partner project staff take a role to plan and support healthy group dynamics? Think through how activities can be adapted if only one person turns up or more people than anticipated turn up.
* **What are your strategies for adapting to different identities and needs**: Make sure that you have information about any communication, access or participation needs among potential participants and have time and resources to accommodate. How will you adapt and support if someone has particular access needs that weren’t known about beforehand? What potential differences within the group are important to consider? Think about how you can adopt an intersectional lens to promoting inclusion.
* **Anticipate distress or conflict**: Which parts of the workshop are most likely to cause distress, anxiety or conflict – can you modify them to minimise this risk and/or what might you do if these things occur?
* **Anticipate disclosure**: How will you respond to a disclosure either within the group setting or during a 1:1 chat?
* **Follow up**: Ensure that follow up meetings/communication are scheduled in someone’s calendar prior to the workshop – when will you check in with the worker? when will the worker check in with participants? when will you schedule to send thank you cards or a summary of the session learning?