**Example participation workshop series structure**

This is an example only. It will need adapting based on the group’s focus, needs, interests and resources. It may also be better conceived as an evolving plan that will change in response to the group’s developing interests, ideas and needs.

The suggested number of sessions is NOT prescriptive. The same process could take place over a shorter or longer number of sessions OR an alternative process focused more on a single stage (e.g., ‘consultation’ or producing outputs) could take place. There may also be elements that people want to contribute to outside of a group structure.

It will make sense to do this planning in partnership with any local frontline staff who are supporting the process and ideally with young leaders.

* **Session 1: Building a foundation**
* **Session 2: Deciding on a focus**
* **Session 3: Capturing views or ideas**
* **Session 4: Developing outputs**
* **Session 5: Sharing our ideas**

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| Time | Aim | Ideas for activities / session structure | Resources | Staff |
| Session 1: Building a foundation | | | | |
| 60-90 min (online)  1.5-3 hrs (face-to-face) | **Getting to know one-another**  **Developing shared understanding**   * of the research project * of participation work | * **ENERGISER/ INTRODUCTION GAMES** (sharing something about ourselves; learning names; warming up) * **TALKING ABOUT RESEARCH AND PARTICIPATION**   (What is research? What is an expert/adviser?)   * **CREATING A GROUP AGREEMENT** – how we want to work together *(\*could also consider how the group will record their work at this point – is this role of researcher or group members?)* * **SHARING HOPES AND FEARS** – and chance for staff to respond to fears/ manage expectations * **EXPLAINING THE PROJECT**   + **explaining the research project** (using creative techniques – giant ‘comic strip’?)   + **explaining broad aims for participation workshops** (and parameters – what are the resources/ what are opportunities for influence?)   + **capturing participant ideas for the project** * **CLOSING GAME/THANKS AND NEXT STEPS** | * A ‘space’ to meet (online or face to face) * Food and refreshments (sent to homes if online) * Resources for games (Virtual or real) * Welcome ‘packs’ (inc. written info about project) (sent to homes if online) * Flip chart paper, pens, post-its * Pre-drawn ‘giant comic strip’ explaining project | Supporting staff (known to participants)  Research staff |
| Some things for group to consider:  Would it help for people to do some individual preparation work before bringing the group together e.g. discussing with worker or meeting researcher individually to ask questions and share ideas? Discussing what would make them safe and happy (ethics) in a group?  What else? | | | | |
| How will ideas and feedback from the group be recorded (i.e. audio recorded, notes, etc.)? This helps integrate monitoring, evaluation and data collection | | | | |

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| Time | Aim | Ideas for activities / session structure | | Resources | Staff |
| Session 2: Deciding on a focus | | | | | |
| 60-90 min (online)  1.5-3 hrs (face-to-face) | **Deciding on a focus or theme for participation work**  **Starting to capture ideas about that theme** | | * **ENERGISER GAMES** (sharing something about ourselves; warming up) * **RECAP** – reminding ourselves of what the project’s about (possibly using visual cues) – and the parameters * **DEVELOPING ON A FOCUS**   + **Generating ideas of what would they like to change, influence or let people know about?** (Helpful to use parameters, visual cues or prompt questions to help guide discussions and identify themes e.g. *“list or draw favourite, least favourite, fun, confusing, annoying, happiest etc. parts of a service or experience”.* Could be whole group discussion; pair work; write and share ideas; collage work?)   **Key questions**   * + What is do they want to change or influence?   + Who are the audience?   + Whose ideas/ views or experiences do they need to capture? * **CHOOSING A FOCUS** * **CLOSING GAME/REFLECTIONS/ THANKS AND NEXT STEPS** (inc. question/ feedback on process so far.) | * A ‘space’ to meet (online or face to face) * Food and refreshments (sent to homes if online) * Resources for games (Virtual or real) * Flip chart paper, pens, post its * Previous flip charts; group agreement and ‘giant comic strip’ explaining project | Supporting staff (known to participants)  Research staff |
| Some things for group to consider:  Need to develop plans that are achievable (or scale-able) within time/ resource constraints – and fit within parameters of project OR find flexibility to reconsider these parameters? And will need to consider how to agree on a focus/ reach consensus if lots of different ideas?  What else? | | | | | |
| How will ideas and feedback from the group be recorded (i.e. audio recorded, notes, etc.)? This helps integrate monitoring, evaluation and data collection | | | | | |

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| Session 3: Gathering views or ideas | | | | | | |
| 60-90 min (online)  1.5-3 hrs (face-to-face) | **Develop key messages or content to form the basis of an output or creative response**  **Decide on format for creative output/response** | | * **ENERGISER GAMES** (warming up; making ourselves laugh!) * **RECAP** – reminding ourselves of decisions made in previous week * **EXPLORING A QUESTION OR THEME** Range of options of group based ‘consultation’ techniques to support group to explore a theme and capture data e.g.   + *Collage*   + *‘Continuum game’* (standing on a line from agree – disagree to show strength of support for statements – and then discuss)   + *Pair or group discussions; brainstorming; Thematic post it notes*   + *Story dice* * **REFINING KEY MESSAGES/PRIORITISING**   + *putting post-it notes into triangle or identifying top ten OR*   + *‘Dragons den’ in two teams – top 3 messages* * **DECIDING ON HOW TO SHARE** (what output(s) to produce)   **CLOSING GAME/REFLECTIONS/ THANKS/ NEXT STEPS** | | * A ‘space’ to meet (online or face to face) * Food and refreshments (sent to homes if online) * Resources for games (Virtual or real) * Flip chart paper, pens, post its * Creative resources (e.g. magazines for collage work) * Previous flip charts; group agreement and ‘giant comic strip’ explaining project | Supporting staff (known to participants)  Research staff |
| Some things for group to consider:  Depending on the theme the group want to explore consider if it’s helpful to share information/input from researchers/workers about what else is known about that theme from outside the group/service e.g. if focus is on children’s experiences of court – is it helpful to share a short summary of what *other* children have said about this issue? OR different models of support services available in different places?  What else? | | | | | | |
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| Session 4: Developing outputs | | | | | | | |
| 60-90 min (online)  1.5-3 hrs (face-to-face) | **Develop output or creative response** | | * **ENERGISER GAMES** * **RECAP** * **DEVELOPING OUTPUTS** * TBC – will totally depend on decisions made by group about what they’d like to produce.   **CLOSING GAME/THANKS AND NEXT STEPS** | | * A ‘space’ to meet (online or face to face) * Food and refreshments (sent to homes if online) * Resources for games (Virtual or real) * Flip chart paper, pens, post its * Creatives resources (depending on output choice – e.g. recording device for podcast; art materials for mural; computer for website) * Previous flip charts | Supporting staff (known to participants)  Research staff  Specialist staff to support with output production (depending on outputs)? | |
| Some things for group to consider:  Consider whether groups plans are realistic to produce in a single session OR better to have a series of sessions.  What else? | | | | | | | |
| How will ideas and feedback from the group be recorded (i.e. audio recorded, notes, etc.)? This helps integrate monitoring, evaluation and data collection | | | | | | | |

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| Session 5: Sharing our ideas | | | | | | | |
| 60-90 min (online)  1.5-3 hrs (face-to-face) | **Share outputs and ideas with a selected audience** | |  | | * A venue to bring young people and audience together (ideally face to face) * Food and refreshments * Stationary: Flip chart paper, pens, post its etc * Creatives partners or resources (depending on nature of event) | Supporting staff (known to participants)  Research staff  Specialist staff to support with facilitating discussion or capturing dialogue  Guest speakers (young people or professionals?) | |
| Some things for group to consider:  Is it better to invite an audience into the participants’ space (e.g. partner’s project space or a local youth space) OR visit the audience space (e.g. council/funders officers) - where will participants feel most able to claim power and influence? Could they lead the session/set the agenda?  What support and preparation might an audience need to enable them to listen, consider, respond to the group?  Are there ways of capturing influence/ impact?  What else? | | | | | | | |
| How will ideas and feedback from the group be recorded (i.e. audio recorded, notes, etc.)? This helps integrate monitoring, evaluation and data collection | | | | | | | |