

## CHECKLIST, STEP, and TIPS for designing an online Workshop

*Start with the end in mind*

(DOBOI process)

**Define** goal or desired outcome :

Relational Aim:

Objective Aim:

**Outcome** vision - imagine the desired outcome, what does it look like:

**Brainstorm** – write down all the ideas and steps that come to mind in any order:

**Organize** – Now order those ideas into steps :

**Identify** (concrete, physical) next steps :

WWW: WHO does WHAT WHEN?

For **Whom** (the bigger why)

**Why** – What is the goal of this workshop/meeting, what do you want to have as outcomes in the end, what is really important? Why this format? BE AS CLEAR AS POSSIBLE

Relational aim:

Objective aim:

**Who-** Who is the audience? What is particular about them? Languages, needs, digital bandwidth, level of comprehension, any tensions to consider? How do they register? Should there be a maximum or minimum of participants and deadline?

**Who-** is the team helping you? Tech team, other hosting needs? Who else needs to help you design, deliver and follow-up?

**How-** what is the best format for the goals and the audience? Zoom, other platforms? What needs do you have for internet, quiet space, other technical tools, will you need powerpoint, will you need registration software, how will people be invited, advertisement, what does the follow-up look like? How participative should it be?

**What** – What is the content of the workshop/meeting, what is the agenda? What is the cost/budget? What are possible obstacles to this being a success and how to minimize or remove them?

**When** – when is the exact date? What is the timeline to get there? What is the exact timing (with room for flexibility), is there enough space for breaks and not too long?

### **(Concrete) Next steps (what will get the ball rolling)?**

**What has to be done Pre-Event:** languages, interpretation, invitations, registration, preparation, who else can help, set up deadlines.....

**What has to be done Post-Event:** Thank you email, send survey, send powerpoint and notes, send next steps....

### **Key Tips:**

- Time each section (and allow for flexibility and build in buffer zones)
  - Change the format every 20-30 minutes
  - Put in spaces of silence to reflect and write own notes
  - Put in spaces to share in groups of 2, 3-5 depending on types of question
  - Be very clear in what you want and write that up in the slides or in the chat (don't expect them to remember)
  - Doing a workshop/meeting with different translations adds a level of complexity and takes more time (think of need to translate the slides)
  - Be prepared for things to go wrong (internet issues etc...)
  - Have at least one co-host, and sometimes multiple co-hosts (one for tech, one to welcome people and also be emotionally available if needed)
  - When presenting consider using WHAT? SO WHAT? NOW WHAT? Structure and questions  
Or using ORID: Objective, Reflexive, Interpretive, Decisional
- Objective:** What happened? What are the facts? What was said, done, learned?
- Reflexive:** How do we feel about it? What emotions came up?
- Interpretive:** What do we think about it? What meaning can we give this? How does this connect to other things we have done or seen? How is this important?
- Decisional:** Now what do we do? What next steps can we outline?