

Plan your workshop step by step...



Use this planning tool to **design creative, inclusive, and impactful arts-based workshops** for young people. It can guide both individual planning and team co-creation. The goal is not perfection, but intentionality—thinking through how your workshop will engage participants, support learning, and foster expression. If you need some inspiration, check the examples a few pages down.

Aim:

- Clearly define the workshop's theme, objectives, and intended outcomes.

Target Audience:

- Specify the intended participants, such as age group, number, skill level, and any other relevant demographics.
- Accessibility consideration: addressing any potential barriers, such as physical accessibility, language proficiency

Space:

- How much space is needed? What room setup is required?
- How can you create a welcoming and inclusive atmosphere that encourages active participation?
- Indoors or outdoors?

Materials and Resources:

- List the materials, tools, and resources needed for the workshop activities. Include both basic supplies and any specialized equipment.

Duration:

- How long is it?

Workshop Curve:

- Sketch your own workshop curve.
- What emotional or energetic arc do you want your participants to experience?

Workshop Agenda

- Outline the workshop schedule, including the timing for each activity, breaks, and transitions between sessions.
- Create a detailed step-by-step guide for implementation. Write it so that another person could run the workshop without your further guidance. (You can include welcoming, icebreakers, creative exercises, techniques, reflection, feedback, closing, etc.)
- Think about what exercises you can include to encourage engagement, interaction, collaboration, and sharing.

Instructional Methods:

- What is the role of the workshop leader?
- Describe the instructional approaches and techniques that will be used to facilitate learning, such as demonstrations, hands-on activities, group discussions or multimedia presentations, attitude, etc.

Learning Objectives:

- Clearly state the specific knowledge, skills, or competencies that participants will gain from the workshop.

Additional information:

- Anything else that you think is important

Post-Workshop Reflection:

- What went well? What would you change next time?
- How did participants respond? Did they like the workshop or not? Were they engaged as expected? Why or why not?
- What moments stood out the most (positive or challenging)?
- Did the workshop meet its goals (creative, social, or learning outcomes)?
- What did you learn as a facilitator?