

Facilitation guide book design

FEEDBACK

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Process Management for Media and Design

1. Facilitation guide book design

Feedback focusing on shared issues accross the submissions:

- Goals
- Participants
- Questions
- Activities

2. Workshop goals

Key questions:

- **Why having a workshop?**
- Can you achieve the same goals by other means?

Common issues:

- Too many, too open goals
- Contradictory goals

3. Workshop participants

Key question:

What do you gain by having different groups of participants together?

Common issues:

- Too diverse groups of participants without a clear shared area of contribution.
- Too many participants
- Not considering that certain groups of participants might be more demanding in terms of facilitation.

4. Workshop questions

Key question:

Are your questions precise enough?

Common issues:

- The questions can be better answered with other methods.
- Questions align with diverse goals.
- It's not clear what and how you are going to capture the data for answering those questions.

5. Workshop activities

Key question:

Do the workshop activities help to answer the workshop questions?

Common issues:

- Too open, risk of getting very general/surface answers
- The activities don't build a "story"
- Rely on telling, not clear how the outputs will be documented

6. Workshop format and tools

Suggestion

- Don't aim to replicate a face-to-face workshop in an online context.
- Beware of the limitations and advantages of each format.
- Benchmark and test tools before making a decision.