Who to use it with

Workshops can be used with established groups (such as the project team) or with a group assembled specially (such as those involved in or affected by a project).

When to use it

It is probably best to organise workshops before and after the activity.

Limitations

As with focus groups, workshops require good mediation. Beware of dominating personalities who may restrict others from talking. Furthermore, look out for shy individuals who may feel intimidated by the situation and require encouragement.

Workshops should be viewed as an open-ended process; you will not get the precise answers that you would expect from a questionnaire or interview.

Problems arise when attempting to identify the indiv(i)4.5(n)12..4(f)-15.5(

project, encouraging reflection on the impacts and the lessons that have been learnt by the project team.

Introductions (why are we here; what will happen; how long will it take)
Ground rules

Stage 1:
Make a timeline on a piece of flipchart paper. Complete start date and today's date, mark the timeline with some years/ months so events can be recorded in the right place.

Stage 2:
Highs and Lows. Ask each person/group to discuss amongst themselves the highs and lows of the project; before agreeing on the project's 2 highest points and the 2 lowest points. These should be written on Post-its with a short reason why they were chosen (different colours should be used for each group.) The highs and lows are then presented by groups to everyone else in the room while the Post-its are attached to the poster; at the appropriate date along the timeline.

Stage 3:
Connections, Impacts and Learning. Connections: Look at the poster with the whole group; discuss the overall picture. Any connections between highs and lows? Use a marker pen to link with arrows. Impacts: Discuss…
•	What difference have we made by doing this project? Have there been any spin-off effects?
•	How has the project helped people to develop new skills and confidence? Evidence?
•	What do people do differently as a result of the project? Evidence?
Learning: Discuss…
•

Who's going to benefit from this?
Why is this important?
How did you make the programme a success?