



CO-CREATING A SAFE SPACE

Creativity and innovation need an environment favorable to their development. To get out of their comfort zone, everyone needs to feel secure in a caring, non-judgmental environment. Below are four keys that will help you establish a safe space and a relationship of trust with the people you are collaborating with.

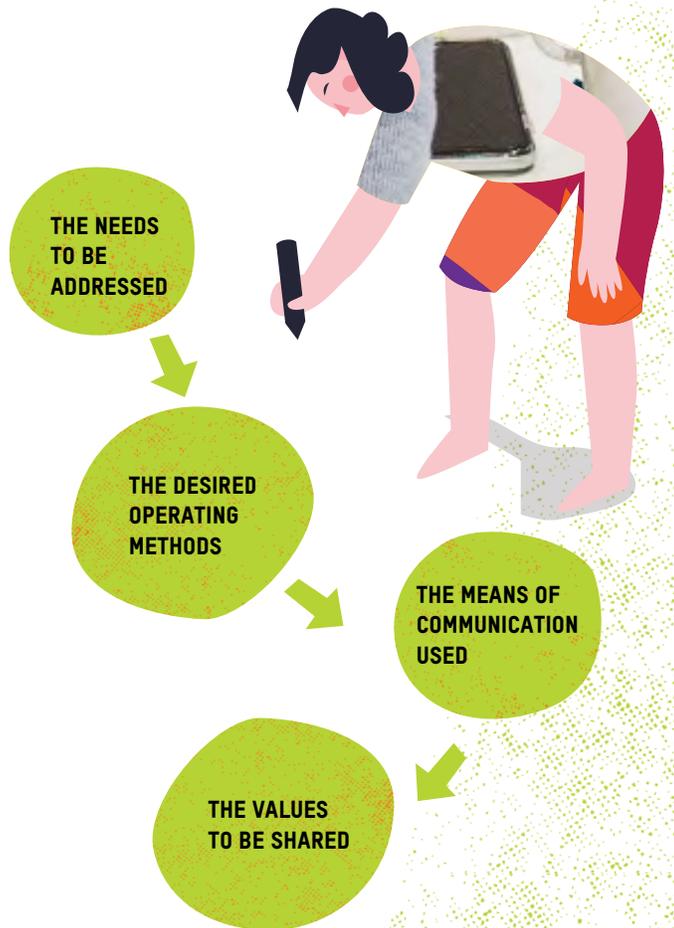
1 VALUES & OPERATING METHODS

Take a moment at the beginning of the project or workshop to define with all the stakeholders involved (participants, colleagues, partners):



Doing this exercise clarifies the terms of your collaboration. It is positive empowerment for the group, both for the participants and the facilitating team. Before “doing”, it’s also an opportunity to talk about the “how.” As such, this participatory exercise is:

- a way to understand the values that unite or divide the group;
- a way to create a safe and inclusive space;
- an intervention tool (it’s worth reminding people of the rules the group has set for itself on a regular basis or in case of problems);
- an engagement tool: the operating methods are chosen by consensus.



VALUES TEMPLATE





2 INCLUSIVE FACILITATION METHODOLOGIES

For all your activities, consider including activities tailored to different types of:

- **Learning:**
 - visual
 - auditory
 - kinesthetic
- **Personalities:**
 - introverted (silent group activities, drawing)
 - extroverted (group discussions, demonstrations, etc.)

To help identify these considerations, define:

- one objective per workshop and activity;
- the knowledge and competencies that will be developed;
- the skills and attitudes sought.

WORKSHOP PLAN TEMPLATE



3 WORKSHOP ROUTINE

Creating a workshop routine will:

- strengthen the group's cohesiveness around shared rituals;
- save time (by repeating the same facilitation scenario at each workshop);
- provide participants with reference points.

These reference points will help create the safe space in which the group can explore its boundaries and step out of its comfort zone to create and innovate. This is especially true if your project addresses politically and emotionally charged issues.

Ways to create a workshop routine:



Choose to meet on the same days at the same times.



Always start your workshops in the same way (objective, icebreaker).



End your workshops by sharing feedback.

COCREATION - GUIDELINES



4 SHARING FEEDBACK

At the end of each workshop, give participants time to share:



- Voluntary participation (“popcorn” methodology);
- people speak in the first person (“I”);
- accept feedback without judgment;
- incorporate (if feasible) suggestions for improvement in the next workshop.

This exercise, which is very easy to do, has high potential for boosting engagement:

- “success stories” are collectively recognized and celebrated;
- by seeing that their suggestions are taken seriously, participants’ confidence in the facilitating team grows;
- by feeling heard without judgment, participants gain self-confidence and confidence in the group.

FEEDBACK TEMPLATE

