GUIDELINES

To support the creativity and collaboration of a group, it is key to structure your process! Below are the main steps for conducting a co-creation workshop or even an entire project based on a series of co-creation workshops.

PLANNING A PROJECT BASED ON CO-CREATION

1. Define the OVERALL OBJECTIVE of your project: what are the EXPECTED RESULTS?

2. List the STEPS you need to go through: BE REALISTIC about the time available to you and the group involved.

3. COMMUNICATE your workshop plan with objectives to your team and the group involved. ADJUST your plan based on their comments and suggestions.
CONDUCTING CO-CREATION WORKSHOPS

1. FOR EACH WORKSHOP, DEFINE:
   - the overall objective;
   - the specific objectives for each activity;
   - a facilitation methodology for each activity;
   - the roles of each stakeholder.

2. FOR EACH WORKSHOP ACTIVITY, CREATE MATERIALS TO:
   - explain the activity, its purpose and how it will be conducted (e.g., PowerPoint presentation);
   - co-create (e.g., Jamboard, Mural, Miro, Google Docs, etc.).

3. FACILITATE THE WORKSHOPS AND CO-CREATION:
   - define the group’s values;
   - identify best practices;
   - establish a workshop routine.

4. AT THE END OF EACH WORKSHOP, COLLECT FEEDBACK FROM THE GROUP:
   - what were your favorite parts?
   - what would you like to see changed next time?

5. AFTER EACH WORKSHOP, SUMMARIZE THE RESULTS of the co-creation exercise(s) in a clear, simple and visual way.

6. AT THE NEXT WORKSHOP:
   - present the summary of the last workshop and check the validation of the group;
   - integrate the improvements suggested at the last workshop.