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.

WORKSHOP PLAN TEMPLATE

**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.).

VISUAL, AUDITORY, KINESTHETIC INTROVERTED, EXTROVERTED

3   **FACILITATE THE WORKSHOPS AND CO-CREATION:**

> define the group's values;

> identify best practices;

> establish a workshop routine.

VALUES TEMPLATE
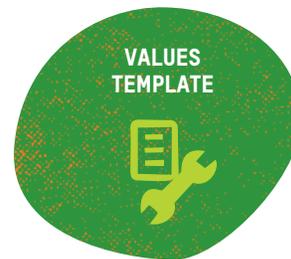
4   **AT THE END OF EACH WORKSHOP, COLLECT FEEDBACK FROM THE GROUP:**

> what were your favorite parts?

> what would you like to see changed next time?

FEEDBACK TEMPLATE

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

MAKE TIME FOR IT!

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.

CREATE A CYCLE