

Imagine **exchanging** ideas, gaining new perspectives, and **creating** strategies to affect changes on issues that are important to you!



Imagine **connecting** with other young people in your community and from afar who **share** a **passion** for the same things that you do!

Imagine if **YOU** could start doing this today...



TakingITGlobal has developed this workshop kit to enable young people like YOU to organise a workshop in your community, based on whatever topic or issue is of interest to you!

Never organized a workshop before? **GREAT!** This kit is designed for those who may have thought about holding a workshop, but haven't had the tools, motivation or support necessary to pull it together.

If you're up for the challenge, READ ON!

Welcome!

If you're interested in organizing a workshop in your area, here is an outline of the steps that are involved.

1. Be clear on why you want to organise the workshop, and what topic/themes you want to explore.
2. Fill out our application.
3. Agree to our basic terms.
4. Develop your ideas and workshop template with help from our starter kit and TIG community.
5. Organise your workshop, follow up with your members and tell us how it went!

As a TakingITGlobal Workshop organiser and youth champion, you will receive the following through gaining access to the online community:

Access to a special workshop support area where you can bounce ideas off of other Workshop Leaders.

Access to the complete outlines of all TIG Workshops.

Access to lists of exercises, activities, and tips.

Access to videos of TIG workshops.

Access to template proposals which you can use to apply to speak at conferences.

Exposure: You will become one of our TIG Featured Members.

Exposure: You will be able to add your own workshop progress reports.

Exposure: Your contact information will be displayed so that those interested in your ideas and strategies can get in touch with you!

Ready to get started?

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Congratulations!

You're on your way to designing and organizing a great workshop! Please take a few moments to tell us a bit about yourself and your ideas. We would like to know as much about what's going on as possible, so that we can help provide you with the appropriate mentorship and resources. The kit on the next few pages has taken a great deal of time, expertise and commitment to develop, so we want to ensure that it will be used effectively!

Workshop Kit

Workshop Topic: _____

Workshop Date : _____

Please fill in a rough outline of your proposed workshop topic and themes. What are some of the ideas and issues that you want to explore? You might also want to include some thought provoking discussion questions or statements about what you hope to achieve.

What activities and exercises do you want to involve the group in?

Why do you feel this would be valuable to you and your community?

Note: When people submit a workshop kit application online, it is reviewed by our workshop co-ordinator. This allows for us to give feedback and support. We would encourage you to also apply for access to the online workshop kit and community, so you can access an additional wealth of resources. <http://workshops.takingitglobal.org>

AGREEMENT



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Agreement

There are some basic things that we ask everyone to agree to do and not do. Please read over the points below and write your name in each section to signal your agreement.

I, _____, recognise the following guidelines for conducting a TakingITGlobal workshop:

The Workshop

I will conduct the workshop that I develop using this 'Workshop Kit' provided by TakingITGlobal.

I will do my best to send in photos of the group interacting, along with other materials that are created during the workshop (ie.: a sculpture, or a piece of writing, collage etc.)

I will allow TIG to give me recognition for and to use the ideas and materials that come out of the workshop that I organise on the workshop web site and in printed materials.

I will try to give TIG recognition as the sponsor/partner of this workshop. This can be as simple as making TakingITGlobal flyers to hand out at the workshop.

I will encourage participants and provide those interested with different ways to contact and learn more about TakingITGlobal.

I, _____, agree to the above terms.

The Logistics

I will get the permission of each workshop participant involved in a photo or other material before submitting it to TakingITGlobal for publication on the web site.

I will deal with any problems that may arise if their permission was not obtained and the photo was submitted and published.

I will only record the e-mail addresses of those participants who wish to become part of the TakingITGlobal community (so that we don't spam them).

I will not use the TakingITGlobal name or slogans (inspire, inform, involve) in connection with anything that may be construed as racist, prejudice, illegal, or unethical.

I, _____, agree to the above terms.

AGREEMENT



© TakingITGlobal

Agreement (continued)

The Follow-Up

I will write and submit a brief report to TIG summarizing how the workshop went, and what I learned (what went well, and what didn't go so well).

I will fill out my profile & biography on the TakingITGlobal site, as well as upload an image of myself so that TakingITGlobal can put me in the "Featured Members" section.

This report will include a photo, and optionally some other art, writing, or other material produced by the workshop.

This report, or parts of it, may be used by TakingITGlobal both on and off their web site.

I will send an e-mail to the members of the workshop who showed an interest in becoming part of the TIG community, and will invite them to join.

I will receive special member status on the TIG community, as well as special considerations for international events and future speaking circuits.

I, _____, agree to the above terms.

Topic

We appreciate your interest in this 'Workshop Starter Kit' and want to start off by letting you know that this 'kit' is something that will evolve with and because of people like you! If you have suggestions, ideas or strategies that we haven't thought of, and that you'd like to share, please send them our way so that other members can gain from your insight!

And now, on to the good stuff! Here's a list of reasons **WHY** you might be interested in organizing a workshop. The objective here is to pick the 'because statement' that you can identify with, and from there, a question is asked that will help you get clear on **WHAT** the topic or theme of your workshop should be based on. Take some time to think about the statements and questions that follow to help you refine the topic of your workshop.

Because I see a need in my community that I want to address.

What need?

Because I want to share an idea that will make a difference.

What is your idea?

Because I want to bring people together.

What do you want them to talk about or do?

Because I want to have fascinating discussions.

What do you want to talk about?

Because I want to gain new skills and perspectives.

What kind of skills do you want to gain?

What do you want to gain new perspectives on?

To further provoke your mind, here are some topics to consider:

Current events, your community, inspiration, social/political/economic issues, gender relations, the environment, lifestyles, arts, entrepreneurship, education, employment, rights, leadership, peace, technology, sustainable development.

Brainstorm your topic ideas below:

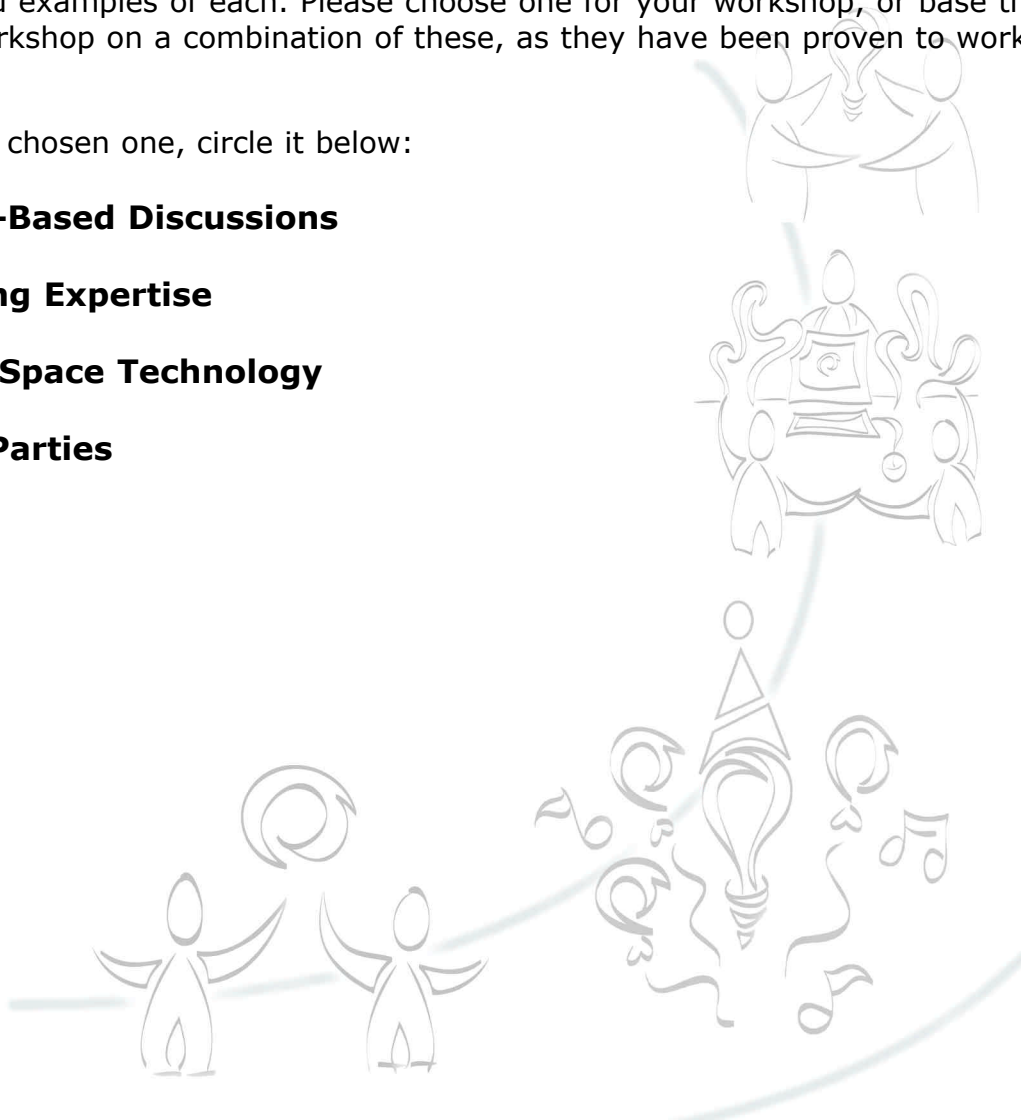
Format

Choosing your format means **picking the best model** for your topic/theme. It is important to structure your time in a way that is loose enough to allow for imagination and creativity to emerge, while at the same time, steering clear from chaos and moving towards action.

There are **four** main formats that we recommend. The following pages contain brief descriptions and examples of each. Please choose one for your workshop, or base the flow of your workshop on a combination of these, as they have been proven to work well.

When you have chosen one, circle it below:

- ✍ **Issue-Based Discussions**
- ✍ **Sharing Expertise**
- ✍ **Open Space Technology**
- ✍ **Idea Parties**



Issue-Based Discussions

Overview

When designing a workshop centered on an issue, it is important to be clear on what you want to achieve out of the time that people spend together. As a basic model, you can divide the time into three blocks, each with a separate focus: to inspire and be inspired, to inform and be informed, and to involve and be involved.

Inspire

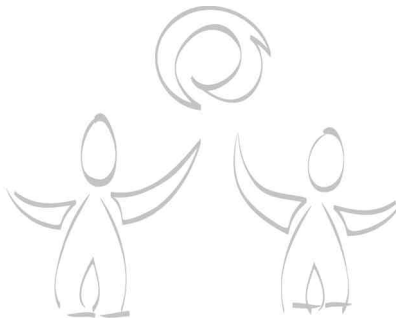
What is inspirational about this topic or issue? How can we inspire people about this problem? How can you create an experience for people to discover their own inspiration? Are there exercises that people can engage in (i.e. to create a collage based on images related to the theme) or are there stories that can be shared which illustrate the essence of your issue?

Inform

What do people need to know in order for them to understand the issue that you are addressing? How can we inform people about this problem? What resources can you provide to the group? What resources can be drawn upon from the group? What existing organizations and initiatives are out there working towards dealing with the issue(s)? Would a resource such as the TakingITGlobal database of organizations be relevant?

Involve

What can be done to deal with the issues addressed? How can we involve people in working towards solutions? How can the individual group members take initiative to get involved in solving the issue? Are there collective ways that the group can take action? Are there action plans that people want to develop? Would a resource such as the Ideafund (<http://www.ideafund.org/>) application and mentorship program be relevant?



Issue-Based Discussions (continued)

Sample Workshop Structure:

Introduction: Share personal story – how you heard about TakingITGlobal, why you chose to lead the workshop, what you hope to achieve during the next 30-40 min, etc.

Ice Breakers: This will help break any tension in the air, open up lines of communication, help people get to know each other and feel comfortable working together.

Inspire: What inspires you? You may want to bring motivational messages / quotes / stories or articles that can be shared with the group. Aside from asking thought-provoking questions about your issue, or sharing a story that captures the essence of the subject you are dealing with, creating artwork is also a way to get people to express themselves! You may want to use Featured Members from TakingITGlobal.org, articles posted on the web site, and artwork showcased on the Global Gallery as supporting material.

Inform: Have you been informed on this issue? Have you been informed about the opportunities available to help young people create change in the world? Before going into your workshop, you might want to have a look through the database of organizations and events on the TakingITGlobal.org database. If you find organizations that address the issue your workshop is dealing with, look through their web sites and research any supporting material that they offer which can be used in your workshop!

Involve: How are you involved? Holding break out sessions where different teams of people work towards a goal that is then shared with the larger group is usually an effective way to involve people. If your workshop was about Environmental issues, your break out groups can be based on specific aspects of your overall theme (i.e. air pollution, water pollution, prevention measures, etc.) If your workshop was about empowering youth, and you had a brainstorm on all the ways for young people to be empowered, the break out groups can relate to the solutions.

Conclusion: It is always important to summarise key messages and what was achieved during the workshop. A great way to achieve this is through asking the group what they learned, what was useful, how they felt about what was done, and what next steps people might be interested in taking. You may also want to give a brief overview of TakingITGlobal and how people can get involved with the online community.

Issue-Based Discussions (continued)

Sample Workshop

Quick Overview

Title: Making Connections

When: This workshop will be held on 2001-07-25 from 6:30pm to 8:30pm

Format: Issue Based Discussion

Topic:

My workshop is called 'Making Connections' and is based in Toronto. Different local organizations are going to meet and have an issue-based discussion based workshop about working together and collaborating our efforts in hopes to improve the effect that each organization has on the community.

Goals & Expected Outcomes:

I am looking into the possibility of forming a group of interested organizations that meet every month to discuss improvements and alternatives to the way that each organization reaches out to the community.

Description:

The main purpose of the workshop is to unite different organizations and find ways in which we can collaborate and strengthen our efforts. Through a discussion, the goal is to help each other in making their organization as successful as possible.

What will you bring?

- ✂ name tags
- ✂ large sheets of paper
- ✂ tape and post-it notes
- ✂ markers and pens
- ✂ digital camera
- ✂ brochures and stickers
- ✂ handouts (brief caption of what each organization does)

Where will it be held?

The location of my workshop is right here at TakingITGlobal's Toronto office, 80 Bloor Street West, Toronto, Ontario. It's also very convenient for everyone as it is right above a subway station.

Issue-Based Discussions (continued)

Who should attend?

After searching the internet for various like-minded organizations, I sent each of them an e-mail which had a letter/invitation describing the workshop attached. I followed this e-mail up with a phone call the next day and found interest to my delight.

Icebreakers

Share That Roll! -- A roll of tissue paper is passed around, and people are told to take as many pieces as they want. When roll is done, the group goes around the circle and for every piece of toilet paper, the person must share something about themselves.

Agenda for 'Making Connections' Workshop July 25, 2001

6:30pm: Arrive, Nametags, introductions

7:00pm: Ice breaker ("Share That Roll")

- ✍ Background ("What does TIG do?")
- ✍ Each organization presents their mission, goals and youth programs.
- ✍ Take notes on chart paper related to common goals.

7:30pm: Purpose of workshop – to 'Make Connections'

- ✍ Give out blank business cards and get people to meet interesting people.
- ✍ Brainstorm on possible points of collaboration.

8:00pm: Closing circle

- ✍ De-brief
- ✍ Next steps (set-up a youth network?)

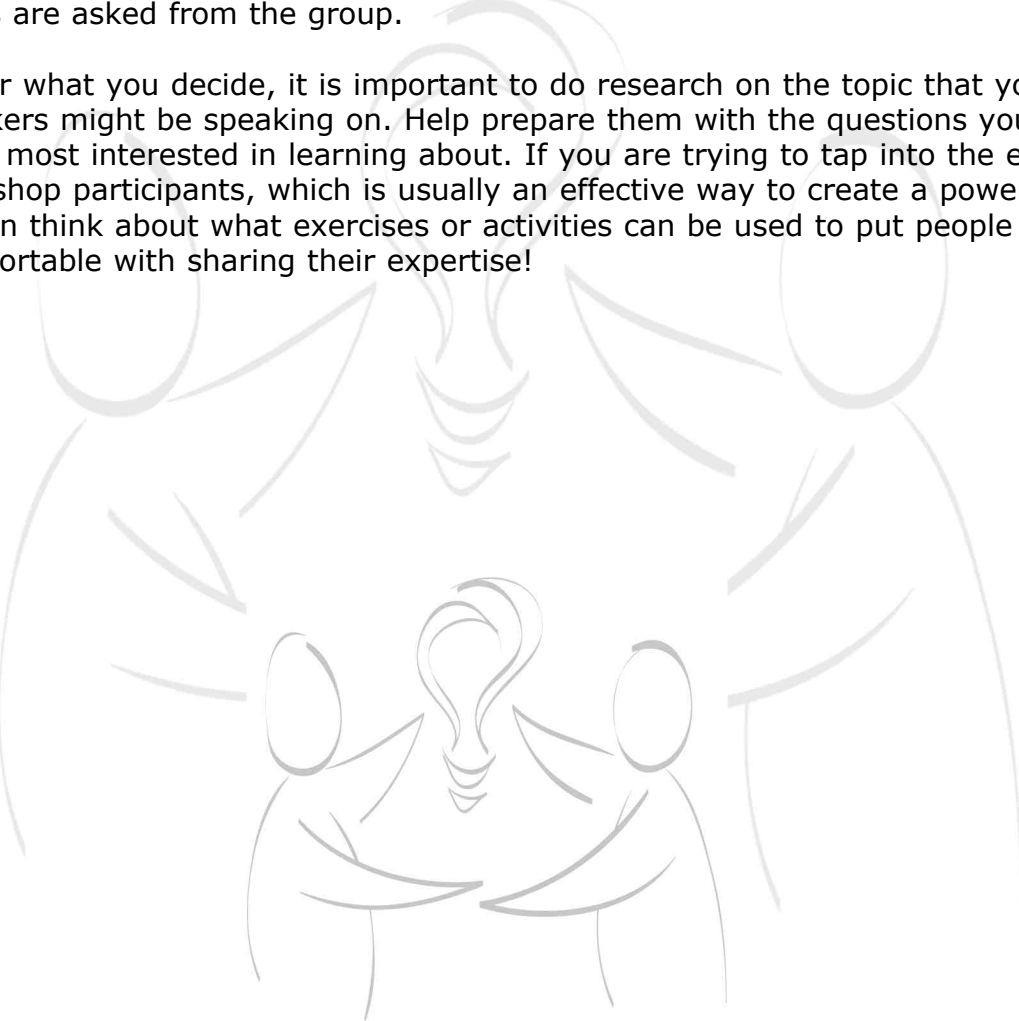


Sharing Expertise

Overview

Bring in an expert on the topic that you want to explore! When you think about what it means to be an expert, you can decide if you want a 'professional' in the field or someone who has taken a less traditional path, but has incredibly interesting perspectives to share! Your job is to find out who is willing to come in and share their experiences and strategies with a group of young people who are eager to learn. If you want more than one speaker, you can organise a panel of experts that engage in a dialogue, where the questions are asked from the group.

No matter what you decide, it is important to do research on the topic that your potential speakers might be speaking on. Help prepare them with the questions your group would be most interested in learning about. If you are trying to tap into the expertise of the workshop participants, which is usually an effective way to create a powerful experience, then think about what exercises or activities can be used to put people at ease, and comfortable with sharing their expertise!



Sharing Expertise (continued)

Sample Workshop

Quick Overview

Title: Storm's Jump into the HTML Thang!

When: This workshop will be held on 2001-07-23 from 1:30pm to 4:30pm

Format: Sharing Expertise

Topic: Learning HTML and Web Development Skills

Goals & Expected Outcomes:

I want to create a workshop to broaden teenagers' knowledge base. I believe my workshop will inspire urban teenagers to get more involved in the IT field. Teaching them basic HTML techniques may encourage them to consider a career in web designing.

Description:

Be the one in your community to walk in the unknown. You may have no computer skills but you can still learn the simple tools needed to design your first web page.

Where (will it be held)

Serve Canada Youth Service Organization

543 Queen Street East

Toronto, Ontario

What will you bring?

- ✍ Hand-outs on the lecture, exercises, and an assignment to complete
- ✍ Pencils
- ✍ 200 sheets of paper
- ✍ Camera (disposable)
- ✍ Name tags
- ✍ Projector

Who should attend?

The people I want to attract are youth who live in urban areas where there is a lack of computer resources.

I will attract the urban youth who live in impoverished areas by visiting centers that would benefit from an urban approach to things. If there are computers and the necessary resources, I will conduct the workshop there.

Open Space Technology

Overview

Open Space Technology is a good format for people passionate about finding solutions to a specific concern. To make sure you're ready, ask yourself if your theme or topic is clear and focused, but allows room for the imagination. Open Space Technology is a way of doing incredible things without a planning committee and facilitators. You must choose a real issue that is of passionate concern to those involved.

Getting Started

Choose a topic or issue that your group wants to find creative solutions for. Send out invitations or make the phone calls to invite people, and when doing so, tell people only where and when it's happening, and what the theme or topic is.

Supplies/Resources Needed

- ✍ Medium to large room
- ✍ Several large pieces of blank paper
- ✍ Several markers in dark colors
- ✍ Masking tape
- ✍ Post-it Notes (about 30)
- ✍ Flip charts (one for each break out group)

Set Up

Several things need to be set up in order for Open Space to work. Using the wall space in your room, ensure that the following things are written on flip chart paper for the participants of your workshop to see.

FOUR PRINCIPLES:

1. Whoever comes are the Right People!
2. Whatever Happens is the Only thing that could have!
3. Whatever time it starts is the Right Time!
4. When it's Over it's Over!

LAW OF TWO FEET :

If at any time you find yourself in a situation where you are neither learning nor contributing – use your two feet & move somewhere more to your liking.

Open Space Technology (continued)

Butterflies



Bumblebees

Two Types of Personalities emerge in formats such as this:

Butterflies (people who stand around looking beautiful and don't spend much time in the actual groups), and

Bumblebees (people who fly from group to group and may be cross pollinating ideas from one group to the other).

Both of these types of personalities are quite natural in the format, and are real helps to the overall process.

It is also critical to create the Agenda Grid on the wall for participants to post their chosen topics that fit the theme of the workshop. Your grid size will depend on the number of people participating. Ideally, you want to ensure that each person is able to hold a discussion. Be sure that the THEME of your workshop is written in big letters over your Agenda Grid.

Example:

	Location A	Location B	Location C
9:00 - 10:00	Topic 1	Topic 2	Topic 3
10:00 - 11:00	Topic 4	Topic 5	Topic 6
11:00 - 12:00	Topic 7	Topic 8	Topic 9

Open Space Technology (continued)

Welcoming and Explaining

Welcome people when they arrive and have them put on nametags. Pre-arrange the chairs in a large circle with the paper and markers in the center on the floor. When you are ready to start, make sure everyone is seated and then you will step into the center of the circle. You will introduce yourself and explain what everyone is going to do during your time together. As you speak, walk slowly around the circle on the inside, making eye contact with the participants.

Remind them of the theme or topic of the Open Space Technology gathering, and then explain the Law of Two Feet (if, during the course of the gathering, any person finds him or herself in a situation where they are neither learning nor contributing, they must use their two feet and go to a more productive place), Butterflies (people who stand around looking beautiful and don't spend much time in the actual groups), and Bumblebees (people who fly from group to group and may be cross pollinating ideas from one group to the other). Both of these types of personalities are quite natural in the format, and are real helps to the overall process. Explain that when you have finished speaking, they are to come into the center of the circle and write down a statement that they are passionate about, relating to the general theme. They will then take their paper and place it on the wall on the grid of times and locations. This gives them a time and location for their mini-workshop.

Be sure to tell the participants that they do not need to be an expert on the topic or statement that they write. They just need to be passionate enough about it to want to 'host' the group of people that show up wanting to talk about it, and to take notes for the group on flip-chart paper.

Once the topics are all posted, people may gather around the 'marketplace' and plan their unique schedule for the duration of the time together, by selecting in their minds or writing down (just for them) which groups they'd like to attend, along with where and when they are happening.

When it is over, reassemble in the large circle. Going around the circle, have participants explain what they felt they got out of the event. You may want to pass around a rock for the person who speaks - like a talking stick.

After the closing circle, each host needs to summarise the notes of their discussion and send them to you (the facilitator) so that they can be compiled and sent out to the group.

Open Space Technology (continued)

Sample Workshop

Quick Overview

Title: How to inspire, inform and involve youth locally and globally?

When: This workshop will be held on 2001-08-03 from 9:30am to 2:30pm

Format: Open Space Technology

Topic: How do we inspire, inform and involve youth locally and globally?

Description: YOU are invited to a day filled with exciting, engaging and thought provoking discussions that will result from a powerful methodology called 'Open Space Technology' (OST).

What is OST? "OST enables self-organizing groups of all sizes to deal with hugely complex issues in a very short period of time." It is a way of letting everyone who is participating have a chance to hold a small group gathering about a specific idea that they're interested in, related to the topic, without committing themselves to lead that discussion. It is a good format for people passionate about finding solutions to a specific concern.

Tracey Erin Smith, a passionate and inspirational speaker, facilitator, performer, actor, consultant and TakingITGlobal Workshop Kit Mentor will be conducting the workshop and will also provide insight on how to effectively conduct OST workshops of your own in the future! [for more info, visit www.traceyerin smith.com]

Where will it be held?

TakingITGlobal Headquarters
(80 Bloor Street West, 8th floor)

Who should attend?

TIG Staff, Coreteam members + FRIENDS!!

* I will post this event on the TakingITGlobal web site and e-mail all TIG members from across Ontario!

(Open Space works best with at least 15 - 20 people so feel free to invite other young people who are interested in getting involved with TakingITGlobal...For those members who haven't been as involved lately, PLEASE COME OUT and JOIN IN ON THE FUN!!!)

Open Space Technology (continued)

Follow-up: (This was in an e-mail sent out to the group after Jennifer's Open Space Workshop on "How to inform, inspire, and involve youth locally and globally:)

Dear Kathleen, Daniel, George, Mitch, Amanda, Ashley, Michaela, Susheela, Martin, Stephanie, Vanessa, Mike, Vittoria, Nancy, Aurore, and Anne-Cecille,

Thank you all for attending the Open Space Technology Workshop on 'How to inspire, inform and involve youth locally and globally'!!

Attached are the compiled notes from the fascinating discussions that took place, along with everyone's contact information!! (It took me a while to get everything together)

To Discuss the event, click here:

<http://www.takingitglobal.org/action/event.html?eventid=293>

If anyone wants to write an article about the event (or send me a quote to include in an article about it) for the TIG web site, please let me know!! Also, I am writing a letter of thanks to our facilitator Tracey Erin Smith and would be happy to include any feedback you may have for her!

Thanks again for your enthusiasm and dynamic contributions. I look forward to integrating what we learned together into future strategies for TakingITGlobal!!

Warmest regards,

Jennifer :)

Idea Parties

Overview

Invite 15-20 people with various backgrounds and interests. If you have it around lunch or dinner time, you can make it "Pot Luck", meaning that everyone brings some food that they cook or buy before they come.

Each person brings a goal or problem they are working on, and what the main obstacle is to achieve it or solve it. For example: "I would really like to start a Center for the Arts for young people and the barrier is that I have no money." The whole group then brainstorms some solutions for this obstacle and thinks about and shares any contacts or connections that could help make this person's dream a reality!



Idea Parties (continued)

Sample Workshop - 1

Quick Overview

Title: 'ARTISTIC EXPRESSIONS & OPPORTUNITIES'

When: This workshop will be held on 2001-08-22 from 6:30pm to 8:30pm

Format: Idea Party

Topic: The Arts & Expression

Purpose: An opportunity to voice your feelings regarding the arts!
A chance to meet people with the same views!

Description:

Each participant will have the option of taking up to 5 minutes to share with the group their artistic expression and talk about something they strive to achieve and some obstacles they have or are facing in relation to their goal.

The purpose of each individual presentation is to brainstorm ideas, solutions and opportunities to help further your goal and objectives.

You are a RECOGNISED TALENTED INDIVIDUAL within the arts community and your presence is important to us!

Where will it be held?

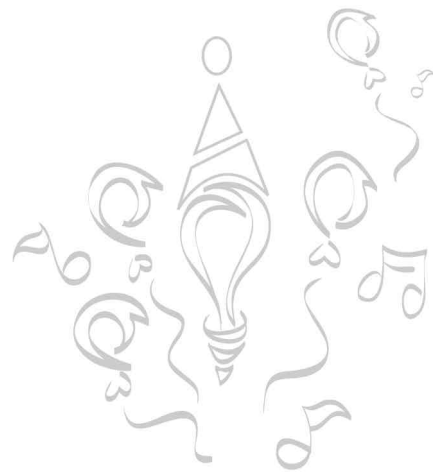
80 Bloor Street West, 8th floor

What will you bring?

- ✍ flip-chart paper and markers
- ✍ paints and canvas
- ✍ snacks
- ✍ photographs
- ✍ personal past artwork

Who will you market it to?

- ✍ artists
- ✍ mentors
- ✍ partners
- ✍ sponsors
- ✍ through e-mail & telephone



Idea Parties (continued)

Sample Workshop - 2

Quick Overview

Title: TakingITLocal!!! Making connections in Melbourne Australia!

When: This workshop will be held on 2001-07-24 from 12:30pm to 4:30pm

Format: Idea Party

Topic

TakingITGlobal aims to serve the individual and the community. We need to be aware of the needs of different communities and understand those needs if we are to be successful.

By networking globally and spreading the 'good TIGword' we are perpetuating the TakingITGlobal vision on an international scale. Every opinion and every vision is important in shaping the direction of TakingITGlobal, let's continually listen to each other and seek out new faces.

Description

A group meeting with Melbourne Tiggers!

Let's get to know the faces behind the names! Meet Jarra McGrath from the TIG Coreteam and learn about his experiences with TIG.

Share your own stories. Your experiences, vision and hope! What are your goals for the future, how do you see TakingITGlobal helping you achieve these goals?

Where (will it be held)

"I'm thinking lunch, and Southbank is always a nice usual place to have 'strategic lunches'. The Flinders St Station steps is a landmark to meet at 12.30pm and then it's a 2min walk to Southgate." - MikeF.

Let's go have lunch in downtown Melbourne! Blue Train restaurant!

What will you bring?

- ✍ Camera and Film!
- ✍ Note Pads!
- ✍ Laptop!
- ✍ Photographs!
- ✍ Brochures!

Idea Parties (continued)

Who (should attend)

Let's attract like-minded youth from schools, organizations and communities around the area I'll be visiting. Melbourne!

Let's network with representatives from interested organisations like Nation1 and the Inspire Foundation!

Let's put out an e-mail to all Aussie Tiggers! Maybe more people than I expect will want to be there!

Reflection and Follow-up e-mail

Wow! I've just had an awesome day! Met with the Melbourne team in a downtown restaurant!

We learnt about each other! Talked about our passions, hobbies and the things going on in our lives at the moment!

What a cool bunch of people! We shared inspirational stories and exchanged ideas on how we could all become more involved in the TIG experience! We went around in a circle and discussed the opportunities we saw for our involvement in TIG and why we were interested in being involved. We discussed our passions and how TIG could best fuel them!

It was great fun! We've made some great friends and will be keeping in touch regularly!

Now it is time to follow up! Let's not lose the momentum!
Thanks all for coming! Speak to you soon!
~ Jarra



Icebreakers

Icebreakers are a great way to help break any tension in the air, and open up lines of communication, helping people get to know each other. As a general rule, when people aren't comfortable, they don't talk. That would be the instant death of any workshop.

The whole point is dialogue & two-way communication. Read through the icebreakers listed below to get an idea of the many we have listed at our workshops web site: <http://workshops.takingitglobal.org/>

Examples:

Icebreakers with an asterisk (*) are taken from the "Yes! Facilitation Manual". The others are taken from various online resources.

Toss The "Salmon"

Get a beanbag toy of your choice (We like to use a beanbag Salmon). Divide the people into two teams. Do rock-paper-scissors or flip a coin to see who gets to go first.

Team 1: toss the salmon as far as you can and scream "Toss The SALMON!" then quickly huddle together in a tight circle while standing up. Have 1 person run around the circle, and count how many times they have gone around. Keep track of this number and add to it each time it is your turn to have someone run around. The first team to 35, wins.

Team 2: chase and catch the flying salmon. Form a line behind the first person to get to the salmon. The first person passes it over his/her shoulder to the second person, and the second person passes it to the third person between his/her legs. Then alternate to the back of the line. The last person in the line then gets to toss the salmon, and the team screams "Toss The SALMON!".

Hunter-Protector

Everyone should mentally choose two people from the rest of the group. Then, in your head, call one of them "Hunter" and one of them "Protector". Someone should say, "Go" to begin the game. The goal is to always keep your Protector between you and your Hunter. It gets pretty crazy because everyone has a different Hunter and Protector.



Icebreakers (continued)

Trust Circle *

Suggested Group Size: Group of 6-8

Time: 15 minutes

Players stand in a circle, shoulder-to-shoulder, with one player standing in the center with her/his arms crossed on her/his chest. The players in the circle hold their hands up and gently catch and pass the center person, as she/he lets her/himself fall back and get passed around. Make it clear that the purpose of this game is to have fun while building trust, and it is important for the people to be passed around in a way that is gentle, sweet and kind. The center person's body should remain rigid with their eyes closed. Each person gets a turn in the middle. Faller may determine when they have been passed enough by calling out "Thank you." Facilitator also should be ready to stop activity if he/she senses participant uneasiness or safety concern.

Fitness Notes and Additional Ideas on the Trust Circle:

Have clan split into pairs. Pairs should stand in two concentric circles with spotters on the outside and Fallers on the inside. Make sure all participants are in proper spotting and falling stances. Pair practices two falls, then inside circle rotates till everyone has a turn. Switch circles; inside becomes Spotters, outside becomes Fallers and repeat.

Circle may also choose to gently lift the stiff body of the Faller to a horizontal position (With particular attention to the head and neck area. Let's stay away from lifting them above the group's heads and keep them at chest level.) To return Faller to ground, they gently rock the body back and forth while lowering them to a prone position on the grass (again, feet first, head very carefully last). When they are flat, you may have the group press their hands down on the prone person for several seconds. This yields quite a pleasurable sensation. Help them to their feet and repeat with as many participants who wish to experience the Faller position.

The World's Greatest Person Game *

One person volunteers to leave the room. The rest of the group decides what she/he is the greatest at. Then they select a handful of 'reporters' who will interview the person. The person returns. She/he doesn't know what they're the greatest at but she/he has to act like she/he does. The reporters ask question about the amazing thing the person does, the person responds like they have the right answer. The person tried to guess what it is that they're the greatest at.

Icebreakers (continued)

The Blob *

Suggested Group Size: 15-100

This involves a high activity level. It's also fun, and everyone ends up a winner. This game requires a clear sense of boundaries. It's the best out-doors on grass, but works in a gym, too. The larger the group, the larger an area should be "in bounds." It's like tag (people run away from the persons who is "it," but in this case the "it" is the Blob. People who are tagged become part of the Blob (and cannot separate), joining hands and working in tandem to catch more people and make them part of the blob. The game ends when everyone is part of the Blob.

Sometimes, the game will be too hard for a blob. In this case, there are several ways to remedy the problem:

- ✍ If a Blob of 4+ people seems unable to tag anyone more, let them split in two groups, working together but independently.
- ✍ Shrink the field.
- ✍ Start out with two blobs.

Pride Activity *

Time: 5 minutes

Grab a partner and sit knee to knee. Choose a Person A/B. Start with Person A: They will have one minute to tell what they like and love about themselves. Ask Person B to give the gift of listening. Then switch.

Silent Lines *

Suggested Group Size: 10-30

Time: 15 minutes

Materials Required: A flat area (preferably outdoors) big enough for the group to lineup.

Ask group to, in silence, line up in order of tallest to shortest, oldest to youngest, alphabetically by first name, etc. Then debrief. What worked? What didn't? How could the group have worked together better? Did everyone feel listened to? Involved?

One way to play this game is to blindfold each participant and assign them each a number. After the group is relocated or scrambled out of numerical order, they must attempt to line up in numerical order without talking. Similarly, group can be asked to line up in order of height without talking.



Icebreakers (continued)

Hopes and Intentions *

Suggested Group Size: In pairs

Time: 30 minutes

Note: This works well early in a camp or workshop.

Everyone finds a partner. The pair decides who will be "Person A" and who will be "Person B." The facilitator must ask each question twice, first prefacing it with "Person A, ask Person B..." (a question), and the second time, "Now, B's ask the A's..." (the same question). Allow 1-3 minutes for each answer.

- 1) What is your name and your age, and where are you from?
- 2) What got you interested in working for change?
- 3) What have you done, and do you want to do, to work for positive change in the world?
- 4) What are your deepest fears for this (day, week, or whatever)?
- 5) What are your deepest hopes for this (day, week, whatever)?
- 6) What patterns of interaction do you carry, that you would like to let go of? How do they bring pain or difficulty into your life?
- 7) What direction do you want to move in as a person? What qualities do you want to grow in? As you move out of old patterns, what do you want to move into?
- 8) If you were to make a commitment that would help you get more out of this (day, week, or whatever), what would it be?
- 9) What are some gifts you see or things you appreciate about your partner?

If You Really Knew Me * - *Adapted from Challenge Associates*

Suggested Group Size: Groups of 4-7 **Time:** 15-20 minutes

Being by framing the power of listening to each other and creating safe space. And the importance of using that space, sharing a little deeper than you might normally. That's what this exercise is all about!

Break into small groups (all the same size as one another if possible). Each member of each group will have 2 full minutes of absolute group attention. Each person will first have 1 minute to complete this sentence over and over.

"If you really knew me you would know that I..."

They should share things about themselves that the other might not know about from the outside (give a few personal examples). Then the group will have 1 more minute to ask the person sharing some questions, to get to know them on a deeper level. When the final minute is up, move to the next person to the right and so on until everyone has shared. Be sure to tell them not to move on to the next person to the right until the person sharing has had their full and complete time. Facilitator keeps track of time and tells them when to switch.



Icebreakers (continued)

Living Your Dreams *

Time: 20 minutes

Everyone finds someone they don't know. The pair chooses a "Person A" and a "Person B." The facilitator asks each question twice, once for Person A and once for Person B. Allow 2-3 minutes for each answer.

Questions are:

- 1) What blocks you from achieving your dreams or pursuing your passion?
- 2) What resources, knowledge and support do you need to acquire and learn that will help you pursue and achieve your dreams?
- 3) If you were freed from all other obligations, all your material needs were met, you had access to the best education on earth, what would you do to heal the Earth in the next five years?
- 4) What is there about you that people fail to see?

ART *

Suggested Group Size: 1+ **Time:** 20-30 minutes/occasion

Materials Required: Paper and coloured pens/coloured pencils/paint & paint brushes/crayons sufficient for everyone.

Debrief: 0-5 minutes

Art is often an effective way for people to assimilate what they've been learning. It's important to stress that you don't have to consider yourself "an artist," or even to think you have any talent at all, to express yourself through art. You might want to lead the group in something involving art every day, with a different theme in occasion. After art sessions, you can invite people to share their drawing and what it means to them with the group. Art can also be an optional lunch workshop during free time.

Suggested themes include:

- ✍ Draw your ideal world.
- ✍ Draw a picture of how you feel right now.
- ✍ Draw a picture for the person to whom you are a secret angel (don't share it with anyone - we don't want the secret angel mystery coming unraveled).
- ✍ Draw a picture of the way you fear coming across.
- ✍ Draw a picture of the way you want to come across.
- ✍ Draw a picture of successfully accomplishing your goals.



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Icebreakers (continued)

Barnyard *

Suggested Group Size: 20+

Time: 5-10 minutes

A great way to get people into groups. Assign numbers by counting off from 1 whatever, depending on group size (you want groups of 4-5). Then assign animal names. For example: Number 1's are dogs. Number 2's are cows, etc. Then go back and check to see if they know the sounds their animals make. Then have everyone stand up, close their eyes tight, and begin making the sound their animal makes. They should move around, looking for other people making the same sound, looking for other people making the same sound. When they find each other they should link arms and continue looking for their other fellow animals.

Safety tips:

- ✗ Walk slowly and cautiously, do not charge the middle.
- ✗ No pushing, moshing or rowdiness.
- ✗ Put your arms up to avoid collisions. Keep eyes closed at all times except if they feel pushing or rowdiness.

NAMING



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Naming

Having an engaging, thought provoking, catchy workshop title can make or break the level of interest that you attract!

Here's an example of a workshop title and description:

Title: How are you changing the world today?

Description: Be inspired by the possibilities and get informed about how you can be involved in making a difference on a local and global scale!

Now it's time to pull all your thoughts together and create a title for your workshop, as well as describe the purpose of your workshop in a few concise sentences:

Title: _____

Description: _____



Who?

You have a workshop plan that's coming along very nicely, but who is going to come to your workshop? This is something that can take a bit of hard work to plan, but it's well worth it. When your workshop is set to go, and there's a room full of people, you'll know you've got something really worthwhile on your hands: Yes, that's right, this is about promoting (marketing) your workshop!

The first thing you should try to do is think about what kind of people are going to be interested in the workshop that you've just designed. Let your friends know about what you're planning. You might be surprised at how well word of mouth works as an advertising tool!

You should also try to be clear about what it is that you're going to be discussing. If people aren't sure, they're less likely to come.

Let people know that it isn't a lecture, but more of a two-way discussion.

Try and give your workshop a "snappy" title that will grab people's attention.

Try to make your workshop relevant to your community, or current world issues. Get them interested by telling them that it will be a place to voice their feelings and concerns, and meet people with the same views.

Print out & post some of the TakingITGlobal flyers from our web site.

Feel free to modify them to suit your workshop. They are just a guideline.

Advertise where you think people like you will see it. If you're having a workshop on the environment, perhaps a café that sells organic and free-trade coffees would be willing to put a flyer in their window, or better yet, near the cash register.

Make sure that people confirm their attendance! (RSVP) In order to best prepare, you need to know how many people are coming.

My ideas around the people I will attract and how I will attract them:



Where?

Spaces can inspire. They can help creativity flow and can invite people to feel comfortable and “safe” in terms of feeling free to offer their best thinking. In deciding on where to hold your workshop think about what mood you want to create. Will it be relaxed, mellow, energetic, large & vibrant, small & intimate? What kind of lighting do you want to have? What kind of furniture or props will you need?

In terms of actually finding a space, you might want to try contacting local high schools, libraries, universities, and community based organizations. Many of them offer very cheap or free meeting rooms. You could even ask for donations at the door, or for an entrance fee to cover your costs. People are usually more than happy to donate a bit if you label it a “pay what you can” event.

Many apartment complexes have recreation rooms that are available to residents and their family. Also, if the organiser(s) happen to live in a home in a homeowners association, often there is a community association-meeting place that is available. You may also consider meeting in a café, an Internet Café, a local art gallery or conservation center.

The location my workshop will be held at is: _____

The following is a list of things you can bring to make your workshop, and the space you hold it in, more engaging:

- ✍ **Name tags, Large sheets of paper, Marker pens, Crayons, Paints**
- ✍ **Finger paints, Cubes, Slinkies, Note pads, Post-It Notes, Balls, Balloons**
- ✍ **Photographs, Camera and Film, Canvas, Pens, Pencils, Sparkles, Video Camera, Digital Camera**

I will bring the following to make my workshop more engaging:

When?

Choosing a date isn't hard, but there are a couple of things you should try to keep in mind:

- ⌘ Try not to conduct your workshop during the holidays. Although this is most likely the time that you have free, this is also the time that people who would have attended your workshop are likely to be going away and will be unable to attend.
- ⌘ Should you conduct it on a weeknight or on the weekend? Well, this is really an area where you need to make a decision based on what you know. The two main points to remember are 1) that people are generally busy during the week, and 2) that people are more likely to be elsewhere on weekends. However, if you promote your workshop well, they will schedule your workshop in as the thing to do on the weekend.
- ⌘ Should you have it during the day or in the evening? This will probably depend on your audience, and your time of week. If you are giving the workshop to people at a school, then they are probably only there during the week in the daytime. Problem Solved!
- ⌘ The most important factor to consider in choosing your date is that it will be convenient for a few core people. From there, those people can help generate interest. If the purpose of your workshop is relevant and meaningful enough for people, they will adjust their schedule to ensure that they can attend!

My workshop will be held on: _____

It will run from: ____:____ to ____:____



Conversation Starters

Okay, so you've sent out the invitations, people told you that they're coming, you've got the space, the day arrives, and you're waiting for people to show up. We've put together a list of conversation starters and tips that will help you lead an active and successful workshop!

Conversation Starters (Compliments of Tracey Erin Smith)

Here's what to do if everyone is just sitting in a circle waiting for the crickets to chirp. Use the questions below to provoke discussion, and get people comfortable with talking to each other.

1. Have you ever had an experience that has changed or shaped your views and attitudes towards a particular issue? What is the issue? What were your attitudes / views before and after your transformational experience?
2. What would you do if you were ten times bolder?
3. Throw the following statements out for discussion: "Every head is a world" ~Cuban Proverb, "Hands that give also receive" ~ Ecuadorian Proverb, "A truly wise person knows they can learn from everyone" ~ Jewish Proverb, "Nothing happens until something moves" ~ Albert Einstein, "Imagination is more important than knowledge" ~ Albert Einstein, "Unfold your own myth! Don't be satisfied with the stories of others. Live a story that can only be told by you!"
4. What 4 words would people use to describe you and why? Which of these archetypes do you most identify with and why: The Warrior, The Teacher, The Healer, The Visionary.
5. Think of a time when you took a risk in doing something you believed in: How did you feel before? How did you feel while you were taking the risk? How did you feel after? How did it expand you as a person?
6. What are the main differences and similarities between you and your parents?
7. 'If I could change one thing about my life, it would be...'
8. Describe a time when you felt truly empowered to make a difference: What made you feel this way? What did you do with that personal power?
9. Do you have any recurring dreams?
10. Do you think having an 'Attitude of Gratitude' is important?
11. What would you do/create if you had all the help you needed?
12. What makes you angry? How can it be used as a motivator for change?
13. Where do you see technology going in the next 20 years?
14. How has the Internet changed your ideas of what's possible?
15. Each person present starts a sentence with; "What if..." (let your imagination surprise you!)
16. How can we accelerate the evolution of global consciousness?
17. What do you do to really relax?
18. What is the biggest 'life lesson' you have learned so far?
19. What are the pros and cons of on-line chat rooms vs. face-to-face groups like this one?
20. How can we help others realise their potential?

Top Ten Workshop Tips

Here is our top ten list on how to be a great Workshop Organiser!

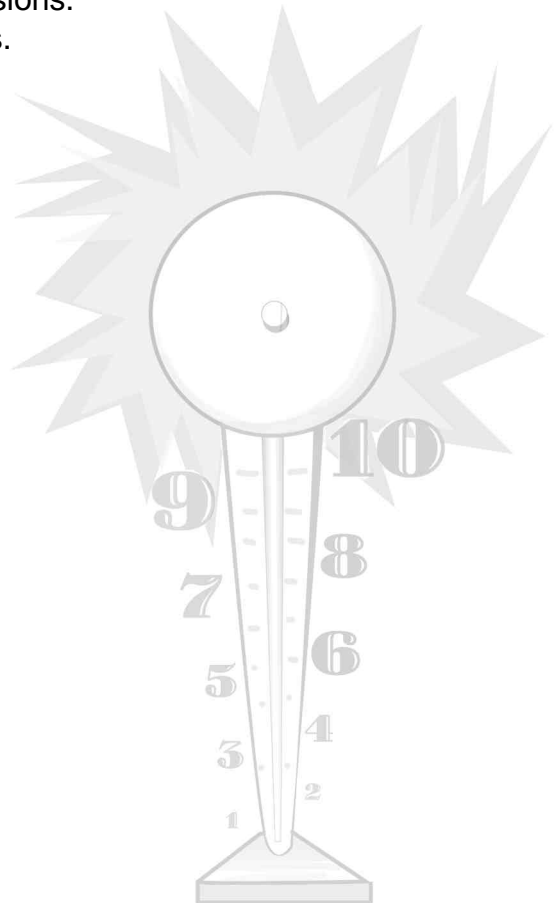
1. Be Yourself!
2. Be passionate about your topic, its contagious.
3. Be genuinely interested in every participant.
4. Be a great listener.
5. Leave all expectations at the door.
6. Welcome people when they arrive and thank them for coming when they leave.
7. Have music or snacks/beverages available.
8. Include the quieter people in the discussions.
9. Bring out the best in yourself and others.
10. **HAVE FUN!**

Included within this booklet are two flyers.

The first is to advertise the workshop kit booklet itself.

The second is a template for you to advertise your own workshop!

Use and ENJOY!



Overview



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Overview

Now that you've gone through the Kit, and have brainstormed, let's gather all the information together and finalise your thoughts.

Title: _____

When: _____

Format: _____

Topic: _____

Description: _____

Where (will it be held): _____

Who (Marketing): _____

What will you bring?: _____

Icebreakers: _____

DE-BRIEF



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De-brief

Congratulations on the success of your workshop!

Now it is incredibly important to reflect on your experience. This de-briefing session will help you collect what it is you've learned and gained but also give you the opportunity to take all your notes and share your success and struggles with others. We urge you to review the following questions and send your answers to TIG so we can share them with the world.

DE-BRIEFING QUESTIONS

1. What goals did you set? Have you achieved them?
2. What would you do differently?
3. What did you learn?
4. What challenges did you face?
5. What strategies did you use that can be shared to help others?
6. What were the outcomes of your workshop?
7. How did you follow up?
8. Would you do it again?
9. Did our booklet help you with your situation?
10. Final Reflections.

There is a journal section in the online Workshop Kit in which you can enter these answers and notes throughout the progress of the workshop.

You can e-mail workshops@takingitglobal.org or mail it to the following address:

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