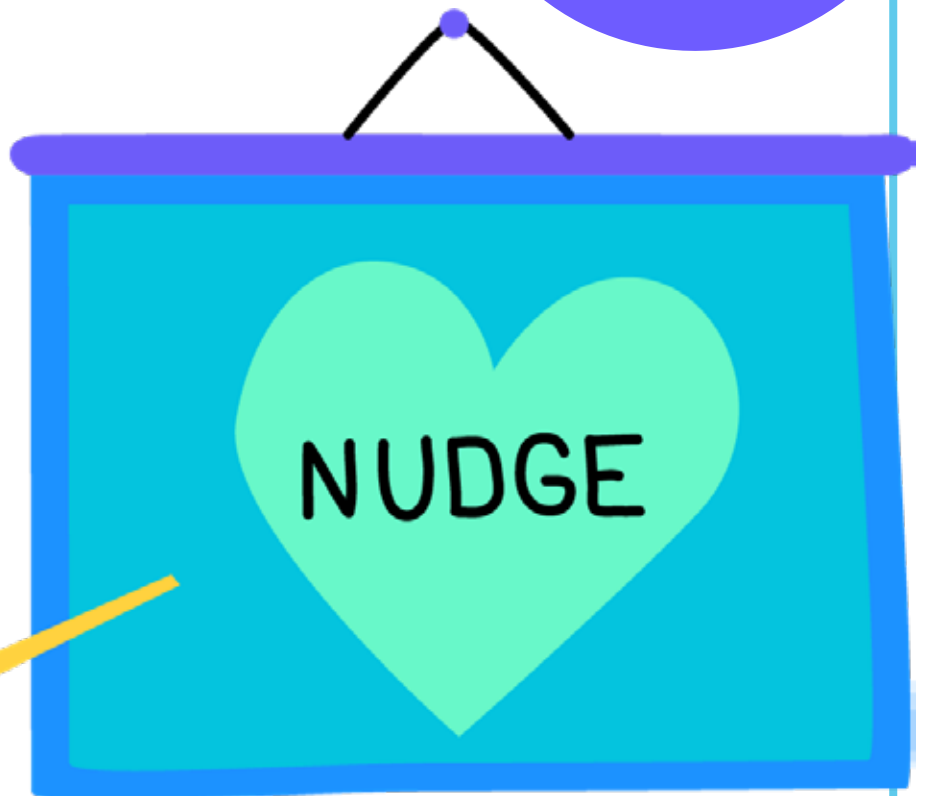


# WONDERFUL WORKSHOP TOOLKIT

Everything  
you need to  
create an  
amazing  
workshop



✓ Kick-Off games    ✓ Warm-up exercises    ✓ Invitation Checklist

# KICK-OFF GAMES

All these exercises are suitable for online and offline workshops, unless stated otherwise. Use them to get a group moving and lift the energy. Pick one that suits your setting and group size.



WHAT?	WHY?	HOW?
1. ROCK, PAPER, SCISSORS	<ul style="list-style-type: none"> <li>✓ Lift the energy</li> <li>✓ Bonding</li> <li>✓ Good vibes</li> <li>✓ Fun and laughter</li> </ul>	<ol style="list-style-type: none"> <li>1. Get everyone to pair up and play "Rock, Paper, Scissors" against each other (best of three)</li> <li>2. The winner moves on to the next game. The loser then becomes the winner's cheerleader.</li> <li>3. Repeat until only two players (with fans cheering them on) are still in the game</li> <li>4. Have a final (best of three)</li> </ol>

WHAT?	WHY?	HOW?
2. FACE DRAWING	<ul style="list-style-type: none"> <li>✓ Lift the energy</li> <li>✓ Connect by making eye contact</li> <li>✓ Fun and laughter</li> <li>✓ Something to take home</li> </ul>	<ol style="list-style-type: none"> <li>1. Give each team member another person's name on a piece of paper (if online, send a direct message)</li> <li>2. Members of the group have two to three minutes to draw the person (tip: play some music)</li> <li>3. Ask them to share the drawings one by one and get the group to guess who drew who</li> </ol> <p><b>Variation:</b></p> <ol style="list-style-type: none"> <li>1. If you're all in a room together, get everyone to write down their names on a piece of paper. They then walk around the room.</li> <li>2. Say "stop" and ask them to pair up with the nearest person. They exchange their pieces of paper and draw the eyes of the person in front of them.</li> <li>3. Repeat these steps several times and get them to (round by round) draw the nose, mouth, face outline, hair and accessories of the person they pair with. By the end everyone has a beautiful drawing to take home.</li> </ol>

WHAT?	WHY?	HOW?
3. DANCE, SHAKE, MOVE	<ul style="list-style-type: none"> <li>✓ Raise the energy</li> <li>✓ Bonding</li> <li>✓ Good vibes</li> <li>✓ Fun and laughter</li> <li>✓ Out of comfort zone</li> </ul>	<ol style="list-style-type: none"> <li>1. Start playing some uplifting music</li> <li>2. One person (maybe yourself) starts dancing or moving/shaking in the room (if online, do it in front of the camera). Tell the others to follow the leader.</li> <li>3. Change the song (after 20-30 seconds) and point out another person to become the new leader</li> <li>4. Repeat several times until everyone feels energised and has had their chance as leader</li> </ol>

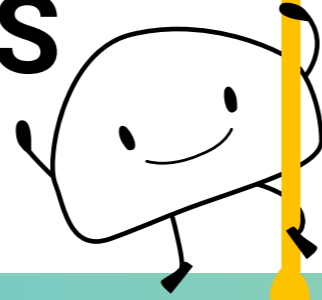
PLEASE NOTE THIS GAME MIGHT NOT BE FOR EVERYBODY. ENCOURAGE PEOPLE TO JOIN, BUT ALWAYS RESPECT "NO".

WHAT?	WHY?	HOW?
4. YOUR NORTH	<ul style="list-style-type: none"> <li>✓ Raise the energy</li> <li>✓ Fun and laughter</li> </ul>	<ol style="list-style-type: none"> <li>1. Get them to stand up and check on their phones where North is (if you're doing it offline, just tell them where it is)</li> <li>2. Ask them to cover their eyes and slowly spin around (around five times)</li> <li>3. Ask them to point their right arm (or their phone) towards the North (still with closed eyes)</li> <li>4. They open their eyes and compare (if online, make a print screen and share it in front of the camera). Normally, they will all be pointing in different directions.</li> </ol>

WHAT?	WHY?	HOW?
5. CALM DOWN	<ul style="list-style-type: none"> <li>✓ Slow down (after the workshop)</li> <li>✓ Reflect</li> <li>✓ Improve learning</li> </ul>	<ol style="list-style-type: none"> <li>1. Ask them to sit back and close their eyes (to prepare for a meditative exercise). Optional: add a reflective question – like what they learned in the exercise before.</li> <li>2. After around five minutes, ask them to open their eyes. Optional: let them briefly share what they've learned (max. two to three sentences).</li> </ol> <p>Sometimes calming down is as important as getting energised. Reflection is one of the most powerful learning techniques.</p>

# WARM-UP EXERCISES

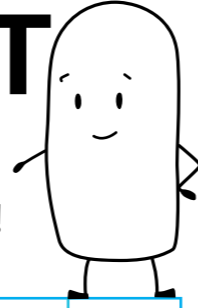
Pick a warm-up that suits your setting and group size.



WHAT?	WHY?	HOW?
<p>1. ARCHETYPE</p>	<ul style="list-style-type: none"> <li>✓ Break the ice</li> <li>✓ Get to know each other</li> <li>✓ Remember names</li> <li>✓ Good for new groups</li> </ul>	<ol style="list-style-type: none"> <li>1. Get everyone to form a circle (if online, put them in alphabetical order)</li> <li>2. The first person says their name, followed by an action (dance move, crazy face or funny sound)</li> <li>3. Repeat the name and action together as a group, as well as the name and actions of the people before</li> <li>4. Repeat until all the names have been mentioned (and remembered)</li> </ol>
WHAT?	WHY?	HOW?
<p>2. FUN FACTS</p>	<ul style="list-style-type: none"> <li>✓ Break the ice</li> <li>✓ Get to know each other</li> <li>✓ Fun and laughter</li> </ul>	<ol style="list-style-type: none"> <li>1. Get everyone to think of one fun fact about themselves (e.g. "I've been the singer in a band")</li> <li>2. Ask them to write down the fact on a Post-it (if online, send it to the facilitator)</li> <li>3. Collect the Post-its and share the fun facts one by one with the group</li> <li>4. Let the group guess whose fact is whose</li> </ol> <p><b>Variation:</b> instead of fun facts, ask them to write down their favourite song, movie, book etc.</p>

WHAT?	WHY?	HOW?
<p>3. SPIN A TALE</p>	<ul style="list-style-type: none"> <li>✓ Break the ice</li> <li>✓ Collaborate</li> <li>✓ Connect and bond</li> </ul>	<ol style="list-style-type: none"> <li>1. Give every group member a number (start from one, second person gets two etc.)</li> <li>2. Ask 'number one' to start a short story (max two lines) and write it down (if online, send a direct message to person 'number two')</li> <li>3. The next person continues the story and shares it (not including the first part) with the next person, and so on</li> <li>4. After everyone has had a go, read out the complete story line by line</li> </ol>
WHAT?	WHY?	HOW?
<p>4. TWO TRUTHS AND A LIE</p>	<ul style="list-style-type: none"> <li>✓ Break the ice</li> <li>✓ Get to know each other</li> <li>✓ Open up</li> </ul>	<ol style="list-style-type: none"> <li>1. Get everyone to think of three statements about themselves – two of them should be true, one false</li> <li>2. Ask them to share their statements with the group (if online, share them out loud or write them in the chat)</li> <li>3. The others guess which statement is the lie</li> </ol>
WHAT?	WHY?	HOW?
<p>5. YES, BUT vs. YES, AND</p>	<ul style="list-style-type: none"> <li>✓ Open up</li> <li>✓ Liven up the mood</li> <li>✓ Teamwork</li> <li>✓ Positive mindset</li> <li>✓ Works better offline</li> </ul>	<ol style="list-style-type: none"> <li>1. Get everyone to pair up (if online, ask them to start a private chat)</li> <li>2. Give them a task or problem to solve (e.g. plan a party)</li> <li>3. Start Round 1: Discuss the task in pairs for a few minutes. There's only one rule – each sentence must start with "Yes, BUT" (optional – ask the group how the first round went).</li> <li>4. Start Round 2: Same as the first round, but now every sentence must start with "Yes, AND"</li> <li>5. Compare the two rounds – the difference should be eye-opening (the difference in enthusiasm between the negative "Yes, BUT we need balloons" vs. the positive "Yes, AND we need balloons!")</li> </ol>

# INVITATION CHECKLIST



This checklist will help you create a short and to-the-point invite.  
If you follow it, the participants will show up well prepared and excited!

<b>HEADLINE</b>	<p>Start with an appealing headline</p> <p>Make it active and positive.</p> <p><b>Tip:</b> speak to a certain feeling, challenge or objective they can relate to.</p> <p><b>For example:</b> “Learn how to solve [challenge] like an expert”</p>	<input type="checkbox"/>
<b>WHY?</b>	<p>Briefly explain the ‘why’ of the workshop</p> <p>What’s in it for them? Why do they want to be there? And how will this workshop help them to achieve their goals/desires? If possible, share the workshop goal right here.</p>	<input type="checkbox"/>
<b>ESSENTIALS</b>	<p><b>Date</b></p> <p>Double check the date so everyone is there on the right day. <b>Tip:</b> send out a save the date first, to make sure all their agendas are blocked.</p>	<input type="checkbox"/>
	<p><b>Time</b></p> <p>Provide a start and end time. Be aware of time differences when organising international (online) meetings. Share the complete agenda (with timings) if relevant.</p> <p><b>Tip:</b> share the complete agenda one week (or at least a few days) in advance. This gives you another chance to spread the message and more time to fine-tune your workshop.</p>	<input type="checkbox"/>
	<p><b>Location</b></p> <p>Meeting room [name/details of the meeting room] External location [full name and address of the venue, with a link to Google Maps or route details on the website] * Online [share video link/dial-in details]</p> <p><i>* If it’s an external location, don’t forget to share parking details (and costs) or maybe even info on overnight accommodation (and related fees etc.)</i></p>	<input type="checkbox"/>

<b>ESSENTIALS</b>	<p><b>Price</b></p> <p>If applicable, state how much it’ll cost.</p> <p>Mandatory or optional</p> <p>Do people have to attend it or not?</p> <p>If they do, briefly explain why it’s important.</p>	<input type="checkbox"/>
<b>DETAILS</b>	<p>What else does the workshop have to offer?</p> <p><b>Tip:</b> use bullet points to share additional reasons to attend. For example, introduce external speakers or mention other benefits like connecting or working together with global peers etc.</p> <p><b>Tip:</b> add a button with ‘Learn more’ to keep the invite short and to the point and – more importantly – to not distract from any essential information.</p>	<input type="checkbox"/>
<b>PREPARATION</b>	<p>Prereading/video material</p> <p>Is there anything to read or watch in advance? Provide the link here or refer to attachments. <b>Tip:</b> add something that sets the tone for the workshop and gives the attendees an understanding of what to expect.</p>	<input type="checkbox"/>
	<p>Do they need to prepare something?</p> <p>Let them know if they need to prepare something before the workshop – could be a written piece or an opinion they have to discuss in the workshop.</p> <p>If it’s a written piece, tell them when they’ll need to hand it in.</p> <p><b>Tip:</b> ask them to quickly think over the topic in advance to increase engagement and kick-start your workshop. You could say:</p> <p>“Take five minutes to think about what you would change if you were CEO of the company for one day”</p> <p>“Write down one or two topic-related challenges in your day-to-day work/business/life”</p> <p>“Bring one topic-related issue we can try to solve in the workshop”</p>	<input type="checkbox"/>

<p><b>BRING YOUR...</b></p>	<p><b>Materials</b></p> <p>Do they need to bring their own materials to the workshop?</p> <p>Notebooks, laptops, books or anything else?</p>	<input type="checkbox"/>
	<p><b>Food</b></p> <p>Will there be any drinks, meals* or snacks provided? Or do they have to bring their own lunch?</p> <p><i>* With provided meals, don't forget to inform participants about where/ how they can share any specific dietary requirements etc.</i></p>	<input type="checkbox"/>
<p><b>CALL TO ACTION</b></p>	<p>RSVP</p> <p>Do they need to sign up* or buy tickets?</p> <p>When, where and how can this be done?</p> <p>Share a link to a sign-up form or ask them to reply to the invite.  <b>Tip:</b> learn how to create a simple Google Form to ease the sign-up process.</p>	<input type="checkbox"/>
<p><b>CONTACT</b></p>	<p>Provide contact details for questions or requests for more information.</p>	<input type="checkbox"/>
<p><b>LAYOUT</b></p>	<p>It's not only the words that matter – the format and layout will set the tone too. Be consistent in spacing, colour and other formatting.</p> <p>And be creative! Add some unusual or unexpected elements.</p> <p><b>Tips:</b> ✓ Start with an image, quote or a short (personal) story  ✓ Add some personality by making use of colours  ✓ Create a simple poster to share on Slack, Teams or whatever your colleagues use to stay in touch  ✓ Step out of the digital world for a moment and send an old school postcard with a printed invitation (make sure digital agendas are blocked as well)</p>	<input type="checkbox"/>

CONGRATULATIONS,  
EVERYTHING IS READY  
TO GO. HAVE A GREAT  
WORKSHOP!