**Workshop Prep Worksheet**

Planning your workshops

With the core team, review the activities in this section and decide which ones you want to do with community participants, and how many workshops you will need to accomplish them.

We recommend working with a local partner(s) to plan the workshops. If you need help getting started, you can at the organizations who play key roles in the community from your community connections worksheet. Who might be a good partner? You might find, however, that community-based organizations are already at capacity and can only commit to participating in limited ways.

Consider as part of your planningr:

What days and times are best to hold workshops? For how long?

How many workshops do you need? How much time will you need in between them?

When should they be completed by?

How long will it take you to recruit and register participants?

What roles can core team members and community partners play? How many of them can commit to attending and helping out?

Will you be holding this virtually or in person?

How many participants are ideal? We’ve found that 20-30 participants works well.

Do you have resources to pay for costs that might arise, such as:

* Venue rental
* Facilitators
* Materials
* Food
* Participant stipends
* Transportation
* Childcare

Centering Equity

The facilitation of the workshop is key to its success. A facilitator makes participants feel included and comfortable participating, and actively guides discussions to ensure that the objectives of the workshop are met.

* Identify a community-based leader or partner with facilitation skills to lead portions of the community workshop. Ideally, it would be someone who is knowledgeable about equity and representative of the community.
* The facilitator should possess the following skills: racial equity literacy, emotional intelligence, communication, critical thinking, and conflict management. This should be an opportunity for community-based leaders to lead and educate decision-makers. Facilitator should be versed and comfortable leading a workshop on historical patterns of inequality in the community and how they connect to the climate.
* Encourage meaningful participation and actively listen and reflect on the experiences and concerns of community members most impacted by HDTs
* Use community voices to consider the root causes of social, health, and economic inequities and how these inequities often "stack" (or overlap) to create complicated and unique community vulnerabilities.

Reducing barriers to participation

Workshops are a good way of bringing people from different parts of the community together, but can be difficult for people to attend and feel as though the have a safe space to participate. In order to reduce barriers to participation think about how you might work wither your partners to:

- Provide a living wage stipend to participants for their time.

- Provide food, childcare, language translation, and other services to accommodate the needs of individuals.

- Hold the workshop at a time of day and location where community members will be able to attend, such as a library or community center, and will feel comfortable.

One of the reasons we open the workshops with storytelling is that we have found this to be an effective way of making sure participants feel heard, creating emotional connections among participants (including core team members), and generating productive conversation in later workshop activities.

Recommendation for trauma-informed approaches ERBpedia guide, video, if haven’t already.