

WELCOME AND INTRODUCTION SESSION

OBJECTIVES

At the end of the session participants should know:

- What the workshop aims to achieve
- Where their own needs will be met in the workshop programme
- Where and how they can best contribute to the workshop

TIME [1 Hour]

- **Opening remarks** - delivered by workshop host/guest focusing on the purpose and background to the workshop.
- **Participant introductions.** This can be done in numerous ways (*refer to: Games and Exercises, IIED*). Before doing this make sure the participants have a list of all participants in front of them. Don't forget to introduce yourself and the other facilitators/resource persons as well as those working as workshop assistants and others working behind the scenes.
- **Expectations and fears of participants.** Ideally participants' expectations should be identified ahead of the workshop to feed into the workshop design and to avoid missing the learning needs of participants. See annex B for a suggested pre-workshop questionnaire. It is useful to also ask participants to articulate their expectations and fears when they arrive in the workshop and refer to where they will be address when you describe the workshop agenda.
- **Objectives of the workshop.** You should always write these up clearly and keep them on display for the duration of the workshop. You should refer to them explicitly during the introduction session and ensure they overlap with participants' expectations. You should refer back to them in the final session before handing out the workshop evaluation.
- **The workshop agenda.** The purpose of the workshop, the participants and their expectations, and the workshop objectives lead to the design of the workshop. The agenda is best presented using cards, with each heading and session on a separate card. This will allow for some flexibility in the schedule. It is good practice to start every day of the workshop by briefly recalling what has been done so far and what will be covered today.
- **Daily evaluations and feedback.** Explain that it is important for the facilitators to know what is going on in the minds of participants and to learn what they think went well and what they think could be improved. This could relate to the

workshop content, process or environment. It is however important to explain to participants that there are limits to what can be corrected at this stage.

- **Hanging Issues or Parking Lot.** Prepare a flipchart and place it in a visible spot in the room. Use it to place questions that cannot be answered during a session but which should be answered in another session or at least before the end of the workshop. It is the facilitator's role to ensure that all questions are addressed before the closing session of the workshop.
- **Workshop logistics.** Explain anything participants need to know regarding workshop assistance, workshop folder and materials, the workshop venue, hotel information, social events, travel, etc.
- **Ground rules.** Ground rules are set together with the participants. The facilitator should invite the participants to call out the ground rules they want all people – including the facilitators and resource people – in the workshop to follow. These rules relate to general conduct, good practices and behaviours, and include issues such as; starting and ending on time; showing respect for each other's views and opinions; don't be afraid to ask 'stupid' questions...

CONCLUSIONS AND EVALUATION SESSION

OBJECTIVES

At the end of this session participants will:

- Know whether they have achieved their learning objectives
- Know what gaps remain in their knowledge of juvenile justice that they need to address and have a strategy to do so
- Identify practical steps to implement and reinforce what they have learned

TIME [1 Hour]

- Every workshop should end with a closing session. If possible, invite the person who opened the workshop to come and close it, mentioning achievements and any next steps.
- Hand out the certificates.
- The facilitators should ensure that all questions on the Hanging Issues/Parking Lot have been addressed and that the workshop objectives have been reviewed and their achievement has been evaluated.
- Give out the evaluation forms and ask participants to complete them in the workshop.
- Hand out revised participant list with contact details..