

BRIEFING_WORKSHOP

Systematic recording of all relevant parameters for any workshop.
Can be used to clarify the assignment or for a first briefing.

PARTICIPANTS

- > Who's in it for what?
- > Voluntary vs. mandatory
- > Needs and fears
- > Level of knowledge on the topics

MY ROLE(S)

- > Expert vs. facilitator
- > Who can support / participate?
- > Expectations? Which ones do I want to fulfill? Which ones not?

CONTENT

- > Must cs. can-content
- > Minimum-standard vs. avant-garde solutions
- > Central visualizations/ structures that help
- > Information sources and material (before / after)

FRAMEWORK

- > What's the setting?
- > What scope is there for participation?
- > What's the time frame?
- > Beginning – end - breaks?
- > Pre- / live / post-phases to stay tuned?

GOAL

- > What can be achieved within the set framework, together with these participants in a meaningful, interactive way?
- > What can/must happen elsewhere for this? What does an overall process for this look like?