

Community workshop handbook

A practical reference for hosts, facilitators and volunteers.

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Before participants arrive

- Check access, seating and the sign-in desk.
- Test the demonstration equipment.
- Name the person who handles questions and changes.

Run the session

Explain the outcome, demonstrate one complete example and leave time for participants to try it themselves.

Segment	Minutes	Purpose
Welcome	10	Set expectations and introduce the team
Demonstration	20	Show one complete workflow
Practice	35	Let participants apply the technique
Review	10	Capture questions and next steps

Close and follow up

Finish with an outcome participants can keep: an example file, a checklist or a clear next action.

Before leaving

- Collect shared equipment and remove temporary accounts.
- Record unanswered questions with named follow-up owners.
- Share the promised materials through the agreed channel.

Review the workshop

Compare the planned outcome with what participants completed. Separate problems with the exercise from problems with the room or equipment.

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