

# A FRAMEWORK FOR THINKING THROUGH CO-DESIGN WORKSHOPS

Co-design tools act as scaffolds. While the toolsets and methods can be similar, exactly how they are applied and framed varies in each context. This framework provides teams with a collaborative tool to assist with planning and design, rather than a recipe to follow.

Starting with Who, Why & What (Framing and Planning) helps guide good thinking about the How (Designing). Teams can iterate through the questions, refining both the objectives and the workshop activities as they go.

FRAMING : WHO

PLANNING: WHY & WHAT

DESIGNING : HOW

METHODS

# FRAMING

## Who

The relationship participants have with the topic shapes how the workshop is framed and influences the tools and activities that are used. Use the questions below to help think about how we might frame the workshop and topic so it is meaningful, relevant and accessible to participants.

**How are participants connected to the topic?**

**Is the topic potentially sensitive or private?**

**Do people engage with the topic most directly in their professional or personal lives?**

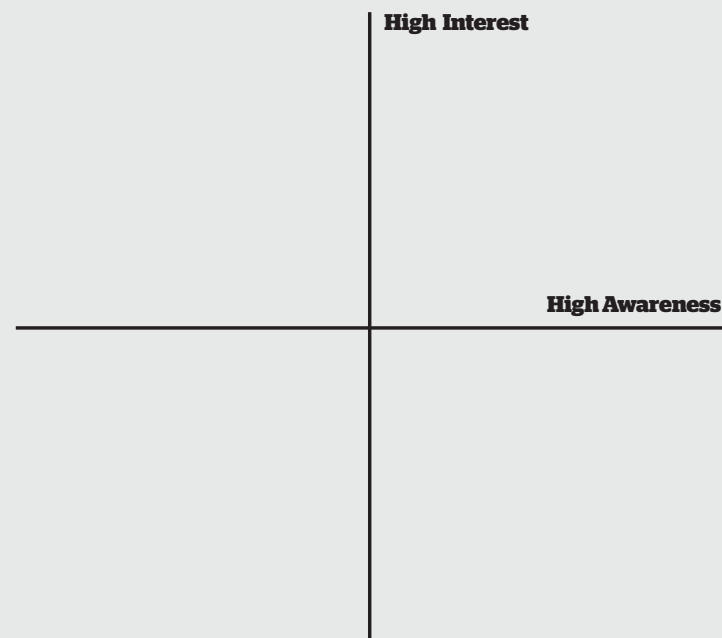
**Do people have the capacity and ability to participate (time, mobility, geography)?**

**Do people need any support to participate (e.g. special access, carer, or translator)?**

**What are participants' level of interest or awareness?**

People's awareness and interest in the topic directly shape their ability to work with it. If people have low awareness, activities need to build people's understanding of the issue. If people have low interest, activities need to find points of relevance.

Use the axes below to show the levels of awareness and interest typical of participants.



# PLANNING

Workshop planning is informed by the above Framing questions.

# PLANNING

## Why and What

To design a great workshop we first need to define what it is we are trying to achieve, what the workshop aims to enable, and with whom. Use the template below as a guide to asking key questions. Start by identifying the workshop's objectives with all stakeholders, and move on through the different topics prior to designing the workshop itself.

Objectives	Participants	Outcomes	Outputs	Knowns/Unknowns	Constraints
<p>What are we trying to achieve?</p> <p>What is in scope?</p> <p>What is out of scope?</p>	<p>Who needs to participate or be involved?</p> <p>How do we enable them to participate successfully?</p> <p>(Use work from the Framing template to help answer these questions).</p>	<p>What will we learn?</p> <p>What will we be able to do as a result?</p> <p>What would a successful outcome look and feel like?</p>	<p>What form do the outputs need to take?</p> <p>Who will use them and for what purpose?</p>	<p>What existing know-how or decisions do we need to include in the workshop, such as to validate or develop it?</p> <p>What existing know-how or decisions can we leave out?</p> <p>What do we need to learn or create in the workshop?</p> <p>What will we not learn?</p>	<p>What constraints will impact on the workshop such as time frames, location and budget?</p>

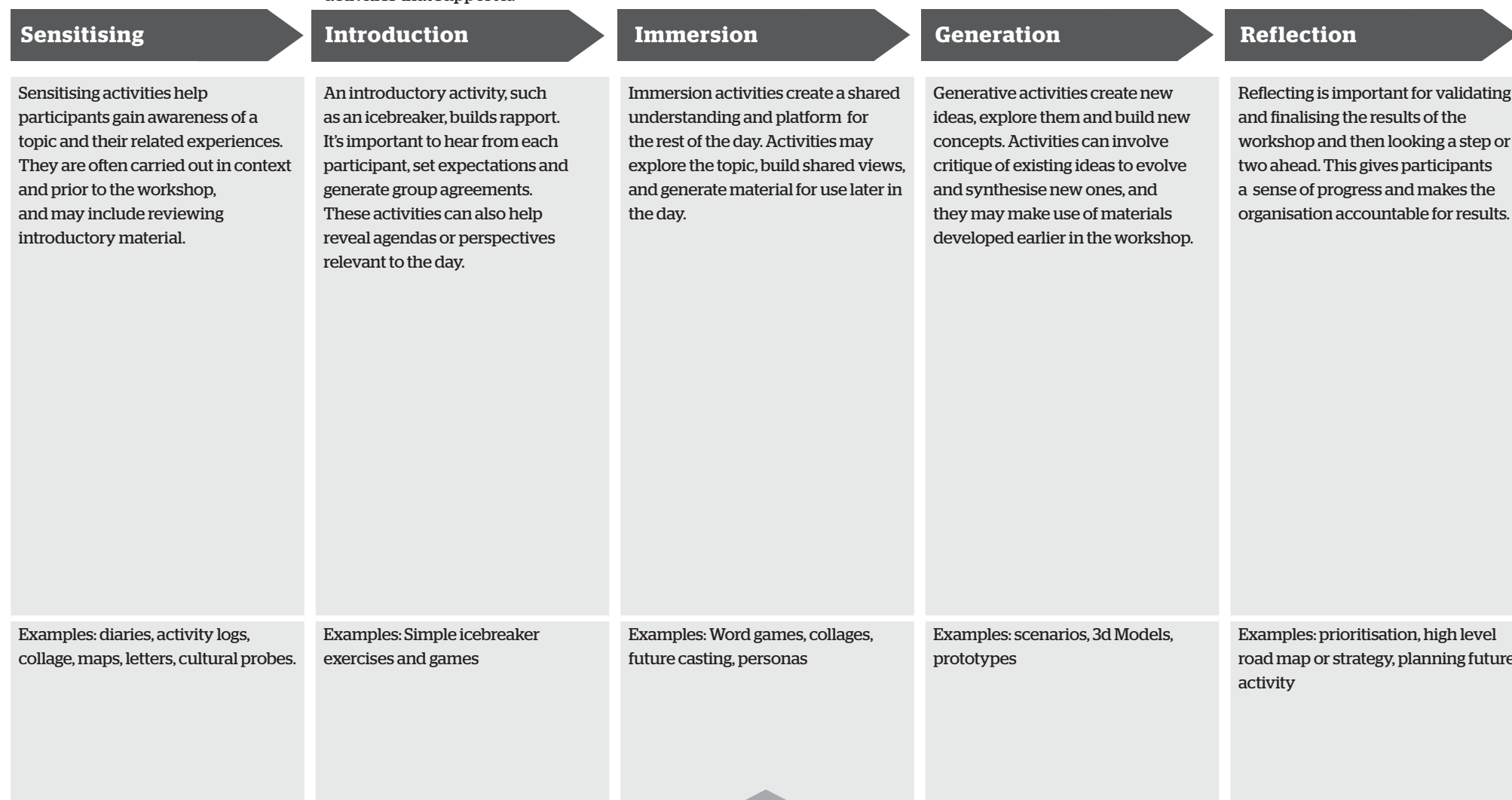
# DESIGNING

The workshop structure and choice of workshop activities and methods are informed by the above Planning questions

# DESIGNING

## How

A co-design workshop balances what we want to gain against what participants need and what they might want to achieve. Co-design workshops build participant energy, engagement and results over a session and/ or between sessions. Workshop process and activities must enable diverse participants to explore the topic, generate ideas and contribute fully. Use the structure below to think about building the overall process as well as the specific activities that support it.



## METHODS

The shape of a co-design workshop and the methods used both create scaffolds for participants to build on. Methods are visual, tangible, playful and open-ended - providing direction without directing the outcome. There are many methods and techniques that can be applied and adapted as tools for supporting co-design.