

Group Chat Workshop Plan

This is a fun and creative way to conduct research remotely and is great for facilitating a group dialogue amongst people who might not be able to gather in the same location. This template will guide you through the most essential steps in planning your virtual group chat workshop .

How to Use It

Complete this activity with teammates to work through all the details of your workshop, from objectives to logistics.

Decide on your messaging platform early in the process, as you'll want to plan other workshop elements around its functionality.

Block 2-3 hours to complete the whole plan and facilitation guide

What Next?

After you've completed your plan, move forward with recruiting your participants.

Group Chat Workshop Plan

What is the purpose of this workshop?

- Research
- Prototyping
- Evaluating

What do you want to learn?
Aim for 2-3 overarching learning questions, and nest any more detailed questions within those.

Who do you need to learn from?
Describe the profile of workshop participant you need. Think about age, location, background, & role in relation to what you are designing. Determine how many people you need and how you will recruit.

Participant Profile

How many people needed?

How to recruit?

What messaging platform will you use and why?
Whatsapp? Facebook Group? Other? Consider participant access and functionality.

What will the schedule be for sending & receiving questions or prompts?

Daily Weekly Other _____

Sketch your discussion guide and prompt types
Write out the questions you want to ask and how you want to ask them. Reference the 'Ideas for Prompts' on the following page for inspiration on how to engage your participants.

| Question | Type of Prompt |
|----------|----------------|
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Inspiration for Workshop Prompts

GROUP CHAT WORKSHOP PLAN
METHOD WORKSHEET

Text: Good for responses that don't require a lot of detail, and for sending multiple choice type questions.

Gifs & Emojis: Good for quick responses, infusing a bit of fun, or making it easier to respond to questions that about emotions of feelings towards something.

Photo Diaries: Good to go a bit deeper into someone's preferences or experiences, by gathering multiple points of visual data on a theme or across a time period.

Short Videos: Good when narrative and images are helpful for what you want to learn, and for participants to give more insight into their world and personality.

Voice Notes: Good for questions that require a more detailed or nuanced response.

Sample Facilitation Guide

This is an example of a group chat workshop to understand the needs and preferences of young people

| To Understand | Prompt to Send | Format |
|--|--|------------------------------|
| Day 01 | <p>Welcome everyone, we're so grateful for your participation in this workshop, as we seek to learn more about the needs and interests of young people like you. We would really value your opinion and honesty. Everything shared in this group is voluntary and for this group only. What you share with us will help us create opportunities for young people in the future.</p> <p>We will send a prompt in the morning each day. Share your response by the end of the day. This 'workshop' will run for 5 days. Let's be respectful and supportive of each other's privacy and honesty in this space.</p> <p>We'll start today by getting to know each other. In the chat please share: Your first name An emoji for how you are feeling today, and A pic of something that makes you feel happy these days. It can be anything!</p> <p>I'll start [facilitator sends their response]</p> | Emojis, Response, & Photos |
| Day 02 What matters most to participants? What are their strengths and protective factors? | <p>Take us on a tour of your day - show us</p> <ol style="list-style-type: none"> What matters most in your life? Who and what is important to you? Who supports you? What places give you a sense of belonging? Where and with who do you find community? | Video/photograph |
| Day 03 What do the participants want and need? | <p>What are 3 things you want more of in your life? What are 3 things you want less of in your life?</p> | Written response or pictures |
| Day 04 What makes you feel safe? | <p>When was the last time you felt really safe? What was special about that moment? Why? The last time you needed help with something, who did you turn to? Why?</p> | Voice Note |
| Close Gratitude Circle | <p>That's the end of the workshop! Before we all say goodbye Let's all share one thing we appreciated about each other and/ or being part of this group today.</p> | Response |