

# Designing Participatory Events



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## Introduction

This specialist course is not currently on our calendar of public courses and generally works best as an in-house course for individuals/teams with responsibility for designing specific events or meetings. The training can then be an opportunity for participants to be introduced to the relevant thinking, tools and techniques that can assist with design, to apply them immediately in the context of events etc already in the pipeline, and to have their ideas peer reviewed.

We recommend that participants have already taken our core Group Facilitation Methods course as the principles and values imparted in that course also inform design, but we also recognise that for experienced facilitators the key messages of the Technology of Participation can be introduced and explored at the beginning of this course.

The course will be led by an experienced trainer and facilitator who will be able to share her/his own experience in designing events, illustrating concepts and ideas with practical experience. The trainer will also be able to give feedback on any draft designs produced during the course. ICA:UK courses also include one hour's free consultation time (per participant) with the trainer (usually by phone/skype) after the course, providing a further opportunity to get feedback or input into specific design issues.

## Learning Objectives

By the end of the course, you will have:

- Learnt and practised the Participatory Event Design tool, providing a framework to inform the design process (including processes before and after the event)
- Explored the concepts of Rational and Experiential Aims and understood their importance in design
- Explored the Ladder of Participation and Frameworking as tools to understand the group situation and assist in deciding who should be in the room
- Learnt and applied the factors that need to be considered in more detailed process and session design (including methods, tools/structures, energisers, use of space, timing, documentation, facilitation role, evaluation tools)
- Considered how the ORID model of human behaviour (which underpins the ToP methodology) can be applied to process design

## Training/ Learning Style

The course uses a combination of short interactive presentations and practical exercises, with facilitated group reflection and discussion. As an in-house course, the participants are involved in the final design and in determining the weight given to the different sessions, so

that the training is as relevant to their needs as possible. Handouts and worksheets will be given as required.

## **Options and Costs**

This course can be run as a one-day or two-day (preferred) training.

The one-day option is best suited for experienced facilitators who want to learn the tools and ideas and then take them away after the training to apply them in their work. Designed for people who have less time/budget available for training, the day emphasizes sharing of the tools, but leaves the process of applying them and testing them to the participants.

In contrast, the two-day course takes a more interactive approach, introducing the tools and techniques and allowing more time for participants to begin to explore them and test them on actual or likely events they have coming up. This means that not only do participants deepen their understanding of the tools, but also develop plans/design for future events with the benefit of the trainer's input. The extra time often allows for more detail to be covered, if appropriate.

The cost per participant for the one-day course is £340, for the two-day course it is £525. This covers the training fees and all materials. For a group of over 10 people, an additional trainer may be required so that each participant gets sufficient attention, but the price per participant will remain the same.

The client is responsible for:

- Arranging and paying for the training venue
- Making arrangements with participants
- The cost of any refreshments etc required
- The cost of trainer(s) travel and accommodation