WORKSHOP
for the SOCIAL TRANSFORMATION

Animation sheet

Anti-participation tips

Objectives:

- Identify, in a playful way, mistakes to avoid in order to encourage participation.
- Identify good practices to encourage participation.

Materials: An "Anti-participation tips" table, with three columns (before a meeting / during a meeting / after a meeting) for each small group.

Duration: 45 minutes to 1.5 hours, depending on the number and profile of participants

Getting started:

The facilitator presents the objectives of the sequence: we are going to try to imagine all the things we can do to STOP the participation of a group, in a playful way. By reversing the advice, we can then identify good practice.

The facilitator invites the participants to form **small groups of 3 or 4 people**. Each small group is given a table (below) to fill in. Don't hesitate to note down all the ideas, even the most over the top ones!

Each small group brainstorms and writes down its ideas for around 20 minutes.

After 20 minutes, all the participants return to the plenary session and sit in a circle. One group presents its ideas, and the others complete the group by adding new ideas.

At the end, the facilitator invites the participants to "reverse" the advice, thus compiling a list of good practices to encourage participation. From a single bad example, several good practices may emerge, for example:

Tip to hamper participation: *Before a meeting, I don't consult people before setting the meeting time* > Best practice: *I consult people before setting a meeting time. I try to adjust the schedule to what I know about the constraints of the participants (family constraints, work constraints, etc.).*

Best practice*: I make sure that everyone can take part, by setting up facilitation methods that encourage everyone to speak, including people who are less vocal. For example: work in small groups, speaking tokens, taking turns to speak, etc (other techniques for facilitating and regulating speaking can be suggested)*.

Tip to hamper participation: *a 17-page report is sent to all participants, including those who cannot read.* > Good practice: *An effort is made to ensure that the minutes are accessible to everyone, by finding the right form to suit the context, for example: simple, readable minutes are sent out / a*

summary of the decisions is sent via WhatsApp / a summary of the decisions is given orally at the end of the meeting, etc.

The facilitator or a participant notes the list of good practices on a flipchart, as the participants contribute.

At the end of the sequence, the trainer takes a photo of this list and shares it with the participants.

Anti-participation tips		
Before a meeting	**During a meeting**	**After a meeting**
Example: I don't consult people before setting the meeting time	*Example: whoever shouts loudest gets to speak first.*	*Example: a 17-page report is sent to all participants, including those who cannot read.*

Link to the article : https://atelier.fdh.org/en/take-action/our-tools/facilitate/article/anti-participation-tips?lang=en

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