

# Create Your Activity/Workshop/Project

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This Workshop has been designed to give you tools as a volunteer, in order to support you in the realization and design of your own activity or workshop or project.

It is organized in four steps:

**First Step** - What do you have to think about before starting?

**Second Step** - Keys to structure my activity/workshop/project?

**Third Step** - Frame your ideas!

**Fourth Step** - Plan it!

The aim is to give the needed support in the difficult task of organizing ideas and frame it through a formal way.

To make things clear from the beginning here are definitions of the terms as there are going to be use here:

**Activity:** it's what you are doing during a short period of time, it can be a game, a part of a workshop.

**Workshop:** several activities about the same topic, usually no longer than few days.

**Project:** is an activity set, or several workshops directed toward the same goal, that have to be made within given time and resource limitations.

So you have three units: the **project** is the largest and can contain several **workshops**, which contain several **activities**.

For example: a painting workshop can be developed in several activities: in the morning, people are working on portraiture (first activity), in the afternoon on landscape (second activity). So this workshop contains two activities.

The tools given here will help you throughout the conception of your activity/workshop/project, but you are the person in charge! The ideas have to come from you or the group you are working with.

### ***Workshop's objectives?***

This Workshop's main goal is to give the opportunity to every volunteer to express his/her own creativity through the realization of an activity, a workshop or a project. In case of EVS volunteers is to start your own project, show the world who you are!

### ***Secondary objectives?***

Hopefully it will increase the sense of purpose of each one of you and allow you to get involve into a personal activity. It will give you a chance to share what you are with others.

### ***First Step – Before Starting, what do you have to think about?***

#### ***What kind of activity you want to create?***

It can be any kind!

Here a bank-words to give you inspiration:

Educational; artistic; sport; environment; European awareness; drugs; racism; active role of women in society; leisure; inter-ethnic or inter-religious exchange; education through sport and outdoor activity; Health; EVS promotion; intergenerational activities; social inclusion; ...

#### ***What do I want to do in my activity?***

Some ideas to inspire you:

Educational hiking week-end, Photography workshop, coaching class for unemployed people, English culinary conversation table, sharing my culture through intercultural exchange, Identity reflection through drawing ...

### ***Do I want to create an activity, a workshop or a project?***

Everyone should do according to his/her will, motivation, and capacity. If you never did any kind of workshop you shouldn't start by a project.

A workshop is pretty simple to organize; you only have to think about six hours of activities driven by a common theme (three activities might be enough).

### ***To who your activity is directed?***

You choose the public you want to reach, but the choice has to be directed with common sense, you have to be able to explain why.

Example: youngster, women victim of violence, minority, children, people with disabilities, immigrants, people in the street, teachers ...

At this point you should choose if you want to work in group or alone.

## Second Step – Keys to structure my activity/workshop/project?

### *How to make my activity?*

**Step one** - Think of what you want to do: teaching, drawing, sharing ideas, a game...

Look on the internet to find material!

You need to set the rule, the frame where the activity will be done, to think of the public.

How are you going to start? How are you present the activity? What is the goal of the activity?

The material needed.

**Step Two** - Write down your ideas:

For that you can use an activity from:

1 - Fill an activity form

Make a copy from the "coordination" folder.

2 - Follow the "PERACO"

Preparation - prepare the room, the field, the material, etc.

Explanation - what is it about? Rules, etc.

Realization - starting of the activity.

Activity - during the activity.

Closure - ending of the activity, who win, etc.

Observation - what work well, what did not.

- Never forget that it is your role to **motivate**.
- **Improvisation** is welcome!

Here is the containing of the Activity Form, you can download it in the material:

## FICHA DE ACTIVIDAD

Activity form / Fiche animation

**TIPO DE ACTIVIDAD** - TYPE OF ACTIVITY / TYPE D'ACTIVITÉ

**INTERÉS** - INTEREST /INTÉRÊT

**PARTICIPANTES: EDAD & CUÁNTO**

PARTICIPANTS : AGE & HOW MANY / PARTICIPANTS : ÂGE & NOMBRE

**LUGAR** - PLACE / LIEU

**DURACIÓN** - TIME / DUREE

**DESAROLLO** - PROCEEDINGS / DÉROULEMENT

**MATERIAL** - EQUIPMENT / MATÉRIEL

**COMENTARIOS** - COMMENTS / COMMENTAIRES

### *How to make my workshop?*

Start by jotting down ideas without any structure, in the order they are popping up to your mind.

**Activity - Brainwash:** in the center of one sheet you should write the main idea of your workshop. Then write every keyword/sentence that comes to your mind related to it, even if they don't seem good! The goal is to clarify your brain, by writing down all the ideas you make some space in your mind.

**Order your ideas** - Then when your paper is full you should highlight the most important keywords/sentences. And decide the three "pillars" of your workshop.

Start to think about an activity to develop each of one of them.

### *How to make my project?*

You need a motivation! A topic/question which drives you. You have to be able to explain why you are concern by the topic you choose. It can be personal, but to be able to coordinate a project from beginning to end you need a great motivation.

You should have **value** you want to promote.

What solution your project is going to bring?

Project has to:

- Respond to **needs** of target group and bring positive change.
- Have **realistic and achievable goals**.
- The result of your project should be sustainable.

The four phases of a project:

1. Initiating a project  
Discovering needs - analysis of the needs - **Idea development** - setting goals - project draft
2. Planning  
Time planning - resources - risks - budget
3. Development  
Following the schedule, but most important, adapting to eventuality - **Achieving the goal**
4. Evaluation  
Evaluation, what worked, what to improve for next time. The end party!

### **Idea development**

Characteristic of a good project idea:

- Is aimed to influence the reasons of why a problem exists.
- Is relevant to the organizational goals of all the promoters involved.
- Is original.
- Is realistic.

### **Third Step – Frame your ideas!**

You have plenty of ideas, good! Frame them!

Keep in mind that your ideas need to be clear and understandable from anyone.

The forms are guidelines, you are free to change anything.

To do it you can use the forms hereby, you can download them blank in the material part of the toolbox:

Form 1

## Title

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Introduction

### ***Intervening:***

That means who are the people involved: volunteer, youngsters ...

### ***Main Goal:***

### ***Secondary Goal:***

### ***Methodology:***

How are you going to develop your workshop?

### ***Structure of the actions:***

#### **First phase:**

Preparation

#### **Second phase:**

Development

#### **Third phase:**

Closure

### ***Resources Needed:***

Equipment: every material stuff you might need, money.

Human resources: how many volunteers and how many participants. (It's good to make a proportion: for example: 1 volunteer can manage the activity for 4 participants, so if we have 8 participants we need 2 volunteers).

### ***What we are hoping to reach:***

Short and long term. For the participants, the volunteers, and others.

### ***Evaluation:***

Evaluation Methods

Form 2

## **Title**

### ***Where and When?***

Location if it's organized in a specific place or the type of place where the activity could take place (indoor, outdoor).

Date if some or the duration.

It can be short term, for example during only a day; or a long term project with different phases set on several weeks.

### ***What?***

Presentation of your ideas

What do we want to do?

### ***Who and Why?***

Context

Who are you? Present you profile, background, team, value...



***The questions that drive us: (Optional but better)***

Why do I do this project? Why is it helpful? What are my values?

What solutions am I offering with this workshop?

***The answer:***

Use keyword and develop the concept that it is implied.

***Inspiration:***

Why are you concerned by this very project?

***How?***

This part is important; you have to give an idea of the methodology you are using during the activity.

The methodology could contain for example: the way of working: team, individual, 1by1...; the rhythm of the activity; the learning process that is involved in the activity.

***Who?***

For what kind of people this project is directed?

(EU members, youngsters, immigrants, women, schools,...).

Fee?

**Keys to answer**

To answer the **WHY**:

What are the needs and wishes of the target groups, but also of the project group?

What are the participant's motivations in the contribution?

To answer the **WHO**:

Who implement the project?

Who is on your team?

Who are the participants? The partners?

What is the role of each part in the project?

To answer the **WHAT**:

Describe the main activities of the project and how they help to achieve the goals.

How are the activities connected to different aspects: social, cultural/intercultural, learning (non-formal, informal) ... ?

How are the results of the activity sustainable?

To answer the **WHERE**:

Context of the project and the situation of the participants (is it local or international, are participants from urban or rural areas...).

What are the needed conditions to facilitate the project? (What is the ideal place, and in realistic conditions where can you do it?)

To answer the **WHEN**:

When are you going to implement the project activities?

To answer the **HOW**:

Methods and resources that you are going to use: experience, experts, examples of previous projects...

How are young people involved in every stage of the project?

After you answered all those questions you are able to create a short description of the project. You need it to introduce the project.

## Fourth Step – Plan it!

It depends on what you want to develop, but everything needs a **planning!** That means structure your activities to develop the theme you've chose in a period of time.

For an Activity:

- The length of an activity should not exceed few hours and can be very short, even half an hour is enough.

For a Workshop:

- The length vary, you must set up a list of activities linked with the ideas you want to develop during the workshop. Use this list only as guidelines, you don't have to do all the activities that are on the list.

For a Project:

You need to create a Workplan, the WP is a document that describes:

- The needed activities to achieve the main goal.
- Time limits for every activity (deadlines, work periods...).
- Every activity of a WP has a responsible team member assigned to it.

Usually the whole WP is divided in three phases:

Planning and preparation - Implementation - Evaluation

A good WP has:

- A separate numbered activity form for each activity
- A planned time for each activity in a logical order
- A document that present all the activity
- A flexible schedule, not too tight
- A description of the needed resources for the implementation of each activities

Here is a model of the document of the WP's activities:

<b>Time and place</b> of the activity	<b>Activity</b> (name and short description, number to relate to the activity form)	<b>Target group</b> (number of participant, who are they, name of the team)	<b>Needs</b> (material needed)	<b>Crew</b>

*Workshop – Create your Activity/Workshop/Project*


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We hope this workshop has been useful for you and your project, suggestions are very welcome at [barbaracreativa@gmail.com](mailto:barbaracreativa@gmail.com)! And good luck!

The web of our association: <http://creativacanarias.org/>