



## **Digital Writes - Development & Publishing C.I.C.**

### **Guidelines for Workshop Reflection**

#### **What is reflection and what is its purpose**

The process of reflection (especially critical reflection) is used in many areas as a method of understanding, exploring, analysing, and action planning. When we reflect on our workshops, we can decide what worked and didn't work, discuss why we think this, and then make adjustments to future plans so that we all have the best possible experience.

#### **Working remotely via video conferencing**

Remote working via video conferencing is new to us. With this in mind, these guidelines are merely a first step. We will be revising them throughout the project. Input from everybody - tutors, students, parents, teachers - is encouraged.

#### **Outcomes**

The outcomes we would like to see in each workshop (aside from our end goal of a published book!) include the following:

- everyone feels they've made a contribution:
  - this could include in a supportive role as well as actually producing work;
- everyone has worked well together and supported each other;
- everyone has been able to exercise their skills and has had the opportunity to develop them:
  - bearing in mind that you can't develop all the time;
- everyone has had the chance to exercise critical thinking and contribute to solving any problems that have arisen;
- everyone has enjoyed themselves and is glad they were part of it;
- everyone comes away feeling good about themselves and their work:
  - or, if the workshop has been challenging, at least hopeful that they'll be able to solve the problems next time.

## **Suggested structure to help you achieve these aims:**

1. Start workshops by talking with participants about some project-related goals.
2. Lead a fun activity to introduce the workshop's content.
3. Project Work:
  - a. Discussion
  - b. Work on the project
    - i. Writing, illustrating, or designing
    - ii. Share
    - iii. Discuss
    - iv. Repeat
4. Reflect on the success of the workshop.

## **Activities for Reflection**

1. In the first workshop, have participants draw smileys or other emojis to indicate different levels of dislike, boredom, meh, fun or excitement. These should be big enough to appear prominently on their webcam.
2. Keep a journal for each workshop. This should be available to all tutors and participants and should be updated in full view of participants by screen sharing. (To avoid boring participants, make basic reminder notes and complete later.) Note important work, things to bear in mind for next time, things to communicate to other groups. Also record reflections here.
3. Fun. Participants hold up whichever "fun" emoji they think is most appropriate to their cameras. (Note: If you detect that participants are reluctant to share their genuine feelings or are influenced by peer pressure, ask participants to email you so their thoughts are anonymous.)
4. Lead a discussion into what the group (or individual) has achieved, the current state of the project and what they need to think about for next time:
  - a. relate this to workshop goals
  - b. note any unexpected achievements
5. Immediately after the workshop, whilst it's still fresh in your mind, make notes about the outcomes of the workshop, referring to the Outcomes listed above.