

## Co-creation workshop

**What is it?** This tool can be used to organise a Co-creation workshop with children, their caregivers, local educators, and community members to **identify ideas** for a project. It provides a **framework** and reference activities to guide co-creation workshops. You could also have a look at the *Assessment workshop* tool in the Step 5, *Understand* stage.

### How to use it?

- (1) **Identify and contact** administrators and educators at local schools and organisations to engage children and caregivers.
- (2) Secure participant's **consent** using the form template (*Consent forms*, Step 5, *Understand*).
- (3) In collaboration with the school staff or local facilitators, discuss the workshop plan and structure. Use this as a **training** opportunity and **to adjust** designed activities to the local context. Dedicate time to discuss child safeguards measures.
- (4) Prepare the **workshop material**. Include activities in which participants can express their ideas not only verbally, but also through movement, drawing, building.
- (5) Descriptions on the right illustrate a general **structure** of a Co-creation workshop - use it to outline the activities appropriate in the **context** of your project and geography, and connected to the **purpose** of your workshop.
- (6) Prepare a **task** for participants. This directly depends on the purpose of the workshop. Decide what is the most important topic for the Co-creation workshop based on your previous research in the Understand phase.





**Keep in mind:** To fully understand participants' perceptions, it is critical to **record** what they say and what their non-verbal reactions are to workshop activities.

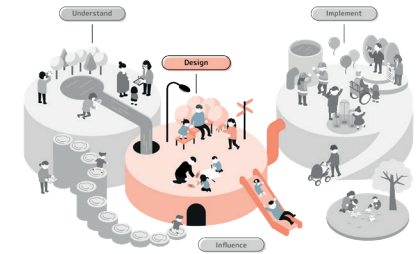
You will get a holistic understanding of the place through workshops in which **both children and caregivers** express and interpret ideas.

Consider working with **experts** that have experience in working with children.

Prepare **drinks and snacks**, and **toys/games** (including a facilitator) for children that do not want to participate in a workshop.



-  **Format**  
workshop
-  **Group size**  
medium (5-25 participants)
-  **Time**  
2-3 hours, with regular breaks
-  **Facilitation experience**  
high



### 1 Welcome



Make participants aware of the purpose of the workshop and what you hope to achieve together. Introduce your organisation, give a broad overview of the agenda, and run through any necessary housekeeping rules, such as time for refreshments/snacks, play areas, location of sanitary facilities.

### 2 Icebreaker



Alleviate anxiety and encourage participants to connect with the group. Bring participants around a common purpose or theme, relevant for the workshop. For example, measure the height of a child and ask everyone what they see from that perspective. Take time to connect.

### 3 Activity 1: Ideas for better places



- The aim of this activity is to collect different perspectives about a place or project you are working on.
- Pin up the **1-2 locations** selected in the Assessment Workshop (Step 5, *Understand* stage).
- Run the activity **on the site**, if possible.
- Divide participants into groups of around 5 people, and discuss the main **challenges** for the youngest children on the selected site(s).
- Discuss and encourage participants to identify and describe possible **actions, roles** and **responsibilities**, addressing both physical and social interventions. **Capture** this discussion and display the key points on a board/wall for everyone to see.

### 4 Activity 2: Draw your dream-place



**How do you imagine an improved version of the place you use for playing?**





- The aim of this activity is to give possibility of discussing ideas beyond verbal articulation, both with children and adults.
- Facilitator provides pens, paper, and other material such as play dough to participants.
- Each participant works alone or in a small group on drawing or making ideas for the chosen location.
- Facilitator provides a template for notes - explanations of things drawn or made. Children explain their creations, and the facilitator annotates them (this is a critical step for meaningful interpretation of results).

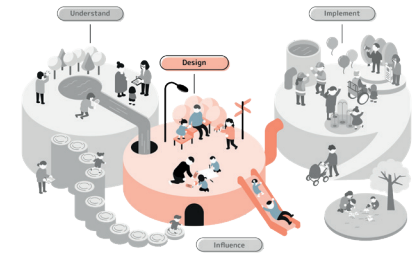
### 5 Closing



Thank participants for their participation and announce follow-up steps. Establish a clear channel for feedback and updates, so caregivers and children know where and whom they should go to for further information.

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Cidade Ativa organised a co-creation workshop with children for the “Ciranda” project proposal in Jardim Nakamura, Sao Paulo, Brazil (October 2022):

During the *Assesment workshop* and research, residents and the project team identified the most used routes to access schools. Some of the common challenges in the area are inaccessibility, conflicts with cars (safety), the lack of street infrastructure and public space in general. Then, the team identified underused spaces (such as car lanes wider than 5m) and mapped possibilities for extended sidewalks, small squares, and pedestrian pathways.

For two specific locations identified in the Understand phase, Cidade Ativa organised a workshop with children. The use of playdough as a modelling material proved to be fit for the purpose - it was easy to manipulate, and children could show their ideas with ease and excitement. Importantly, the team marked the photographs immediately after the workshop, illustrating the uses of spaces that were discussed with children and caregivers.

