

Assessment workshop

What is it? This tool can be used to organise an Assessment workshop with children, their caregivers, local educators, and community members to understand their **perceptions** (including needs and opportunities) about their neighbourhood, to inform the design of possible child and family-friendly interventions.

How to use it?

(1) Identify the right participants for the workshop (use *Stakeholder prioritisation* and *Networks and gaps* tool). Contact and invite them on time so they can attend the event. Secure participants' consent (use *Consent forms* tool).





(2) **Plan for facilitation**, and organise training for co-facilitators focusing on workshop purpose, scope and structure and an introduction to the Proximity of Care approach.

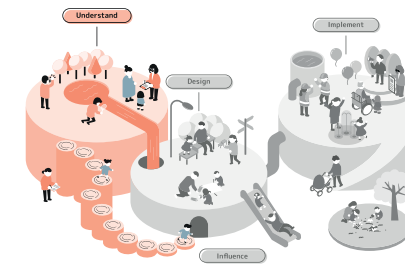
(3) Prepare **workshop material**. You will likely need maps of the area in focus (street, neighbourhood, specific place) printed in a large format, stickers in two colours, paper, pens, images of the area, a camera, voice recorder.
(4) Descriptions on the right illustrate a general **structure** of an Assessment workshop - use it to outline the activities appropriate in the **context** of your project and geography, and connected to the **purpose** of your workshop.

(5) Prepare a **task** for participants. This directly depends on the purpose of the workshop. The example on the right focuses on the *Stimulation* and *Protection* dimensions of the Proximity of Care Framework. Decide what is the most important topic for the Assessment 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 reactions are to workshop activities. Create a thorough **documentation plan**, with one person only in charge of taking photographs and another one of taking notes.



-  **Format**
workshop
-  **Group size**
small (5-25 participants)
-  **Time**
2-3 hours
-  **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, a funny story that a participant experienced, or an opportunity that resonates with numerous participants. Remind participants that the workshop is primarily for them, rather than for the facilitating organisation.

3 Activity 1: Pin the spot



Where do children go and play?

- Display maps of the area in focus around the room.
- Using beans, pins or stickers in two different colours, ask participants to mark where they feel **safe** and **unsafe** for their children to play in.
- Discuss and encourage participants to explain their selections. Capture this discussion and display the key points on a board/wall for everyone to see.
- Agree on and select **two safe and two unsafe areas**. These will be used in the next, solutions-focused activity.

4 Activity 2: Enablers for early childhood development



Which factors make or prevent these areas from being safe for children to play in?

- Divide participants into **3-5 groups** of around 5 people and assign each group **one** of the four spaces identified in Activity 1.
- A **facilitator** in each group guides and prompts a discussion, encouraging participants to identify the **cultural, physical and social** elements that enhance or undermine use of the selected space.
- Each group identifies **2 elements** that make the space safe and liveable, and **2 elements** that need to be improved for it to become safer and more liveable.
- These elements and spaces can be used in a co-creation workshop to begin identifying entry points for creating safer and more liveable spaces for children to play in.



5 Closing



Thank participants for their participation, announce follow-up workshops, such as a Co-creation session to build upon the findings of the Assessment workshop. Establish a clear channel for feedback and updates, so caregivers and children know where and who they should go to for further information.