

Workshop Tools Table

Below is a table of suggestions for how to facilitate your workshop discussions. However, you know how best to engage your community members, so please deliver your workshops in whichever way you would like to.

Groupwork tools	How to do it:	Great for...	May not be suitable for...
Graffiti wall	Pin a large sheet of paper to the wall (or lay out on a table) and provide lots of coloured pens. You could divide the paper into sections for different questions or leave it freeform. Ask participants to write their thoughts directly on the paper. A variation on this is the roadmap, where you create a “map” to your destination (engagement in mental health research) and ask people to add their barriers, enablers, key stops on the way, by drawing, writing or sticking on pictures.	Encourages multiple perspectives and thinking about the big picture Allows people to interact with others’ comments Anonymous – may support participants in being open Provides a written record of thoughts Can use as a prompt for discussion afterwards	If your participants include people with low literacy levels, you could offer pictures to stick on as an alternative. Can be time-consuming. Be sure to think about how those with mobility issues will reach all sections of the wall.
Storyboard	Similar to the above, but here participants create a story about the barriers they face in participating in research and ways they might overcome them.	As above. Specifically asks people to think about the journey they need to go through to reach the desired outcome.	As above.
Drama or dance performance	Small groups are asked to create a short drama piece or dance performance that represents how they feel about the research topic. Performances should be time-limited (e.g. 5 minutes). Each performance can be used as a prompt for further discussion with the whole group – questions like “what did you feel as you watched this?” and “what three words spring to mind in response to this performance?” can help to prompt discussion.	Engages people in different ways, encourages thinking “outside the box”. Collaborative encourages interaction during development of the performance. May tend to focus individuals on one or two aspects of the research topic rather than the bigger picture.	You’ll need to think about how you can capture the “why” of the performance – e.g. by having an observer for each group as they develop their piece. Some people may not feel confident to engage in performance. Mobility issues could limit engagement. No written record of thoughts.

Roleplay	In pairs or small groups. People take it in turns to take on the role of a health researcher wanting to engage people in research. You might choose to have a prompt sheet for the “researcher” to help them think of questions to ask. A second person takes on the role of the individual who may or may not engage in research. You might also choose to have an observer for each pair. After the activity the trio can discuss what thoughts/feelings the role-play scenario brought up for them to better understand their perceptions of mental health research.	Encourages people to think about how they’d respond in a real situation, and why. May encourage an emotional response.	Some people may not feel confident to engage – the role of observer may feel more comfortable for those people. Individuals may find the “researcher” role challenging if they don’t have any knowledge of health research. You’ll need to think about how to capture the discussion and roleplay, e.g. observer takes notes.
Interviewing in turns	Create a predetermined set of questions that your participants will use. People then take turns to interview each other using the set questions and record the results. If you have several questions, you could ask people to swap partner after each question.	Helpful if you want to find answers to set questions. Participants are given the questions – may feel less anxiety about trying to think of questions themselves. Less emotionally challenging than role-play but may address similar issues.	Think about how your participants will record answers: do they need to take notes themselves, or could an observer take notes for each pair? This approach narrows down your insights – you’ll only get answers to the questions you ask, and are less likely to explore unexpected topics
Digital tools	How to do it and link	Great for...	May not be suitable for...
Mentimeter	Easy to use software for creating polls that participants answer in real time. Commonly used to engage participants during presentations. https://mentimeter.com <i>Free version gives you 3 boards and 50 responses a month (with one exception per month).</i>	Quick questions with selection of answer types. Great to use as part of another activity, introductory presentation – everyone can see anonymous answers. Can be used at an in-person event or remotely as part of an online event.	Participants need to be able to access via their phone, laptop or other device.

Online forms	Various tools for creating online surveys. These are longer than a Mentimeter poll and completed by participants individually. You'll need to think about what questions to ask and how best to ask them using a range of question types – e.g. multiple-choice, text-based answers, or rating a statement on a scale. • Google Forms: How to use Google Forms <i>Free and a good choice if your organisation uses Google workspace</i> • Microsoft Forms: How to use M365 Forms <i>Free and a good choice if your organisation uses Microsoft 365</i> • Survey Monkey: SurveyMonkey: The World's Most Popular Free Online Survey Tool <i>Free version includes up to 10 questions but you can't export to Excel for further analysis without upgrading to a paid for account.</i>	Asking a fixed set of questions, which can be sent to many participants. Does not require interaction between participants. People can complete at different times. Most software will automatically generate a summary of results.	Participants need to be able to access their phone, laptop, or other device to complete. Good survey design is essential to minimise bias.
Padlet	Padlet is an online noticeboard where participants can add ideas, comments, images, links or files in response to a question or activity. https://padlet.com <i>Free plan available, currently with up to 3 active Padlets and file upload limits.</i>	Collecting lots of ideas quickly in one shared online space. Participants who prefer to contribute anonymously or in their own time. Creating a visual written record that can be reviewed and grouped into themes afterwards.	Participants need to be able to access their phone, laptop, or other device to complete.
Shared documents and Whiteboards	Create a shared document or online whiteboard for use during your workshop. This is most appropriate when your workshop is being run remotely. For example, you might choose to create a whiteboard where people can share thoughts on one or more questions, or a slide deck where people write a problem at the top of a slide and others add their solutions underneath.	Effective collaboration for participants in remote workshops – it's recommended to send out a link to the document(s) in advance. The document or whiteboard is also your written record of the event.	Participants need to be able to access their phone, laptop, or other device to complete. Participants who are less digitally savvy may struggle – clear instructions are needed.

	• Google or M365 document • M365 Whiteboard (<i>free for M365 users</i>) • Canva whiteboard (<i>free with Canva account</i>) • Mural https://www.mural.co/ (<i>free with limitations e.g. numbers of boards and numbers of guests with edit rights</i>) • Miro https://miro.com (<i>free with limitations e.g. numbers of boards and numbers of guests with edit rights</i>)	Can be used for remote collaboration in a similar way to the graffiti wall or storyboard.	It can be confusing when many participants are using the same application simultaneously. There may be accessibility issues for those with screen readers or other accessibility software.
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