



Design Workshops that Deliver



Intensive training for your team

Sick of all talk and no work?

Have you ever left a workshop wondering what it was about and what was achieved?

Too many workshops are all talk and no work. There are heaps of ideas, but none are prioritised. The loudest people dominate. Others are too nervous to share their ideas in front of leaders. People leave feeling frustrated.

'I wish we had more time.'

'I wish we had left with some clear actions.'

'I wonder if the right people were in the room?'

'I wonder how much that cost us?'

If a workshop does not work, it's a waste of time and money. A 3-hour workshop costs about \$30,000 – to design and plan, facilitate, collate the information gathered, report and evaluate, plus the logistics.

Then there's the cost of having to do it again, as well as the longer-term costs of delayed decisions, undermined trust and damaged reputation.

There is a lot at stake with workshops and good design is key to their effectiveness.

The problems we need to fix

When workshops fail, facilitators blame themselves or the group. But it often comes down to the design. Five reasons why workshops are disengaging, unproductive and don't deliver results are:

1. We don't know **why** we are there. The purpose is unclear or mixed.
2. We forget about **who** we're working with. We focus on the agenda, not people's needs and interests.
3. We don't know **where** we are headed. Outcomes are uncertain.
4. We stick the same old formula for **what** we do in a workshop. There's little variety or contrast to keep people engaged.
5. It's all too much, too fast, too complex.

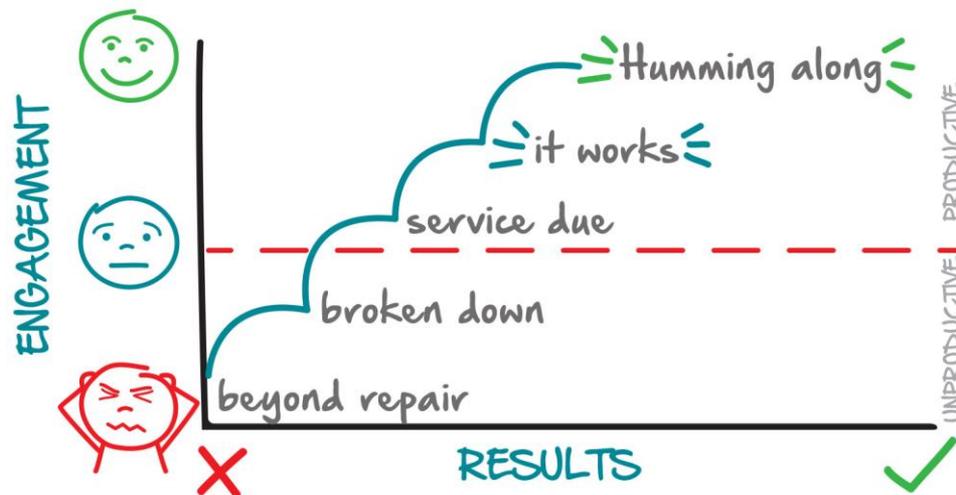


Workshops must hum!

Engaging and productive workshops hum along like new cars. New cars are a joy to drive and handle unexpected twists and turns in the road with ease. But they still need servicing. If ignored, the car will get us from A to B, but there might be some niggling sounds under the bonnet. It needs a service. If left too long, it becomes the sort of car where we wonder if it will start when we turn the key. Will it make it trip? If the warning signs continue to be ignored, cars break down and we need to call roadside assistance. Left too long, the only thing the cars are good for is the back of a tow truck.

It's the same with workshops. Even if they 'hum', no workshop is perfect. All need reflection and 'servicing'. If warning signs are ignored, our workshops will break down and be in a state of disrepair. **We may need to go back to the drawing board for a re-design.**

Hybrid, in person or online, the **Design Workshops that Deliver** program will help you fix boring and unproductive workshops.

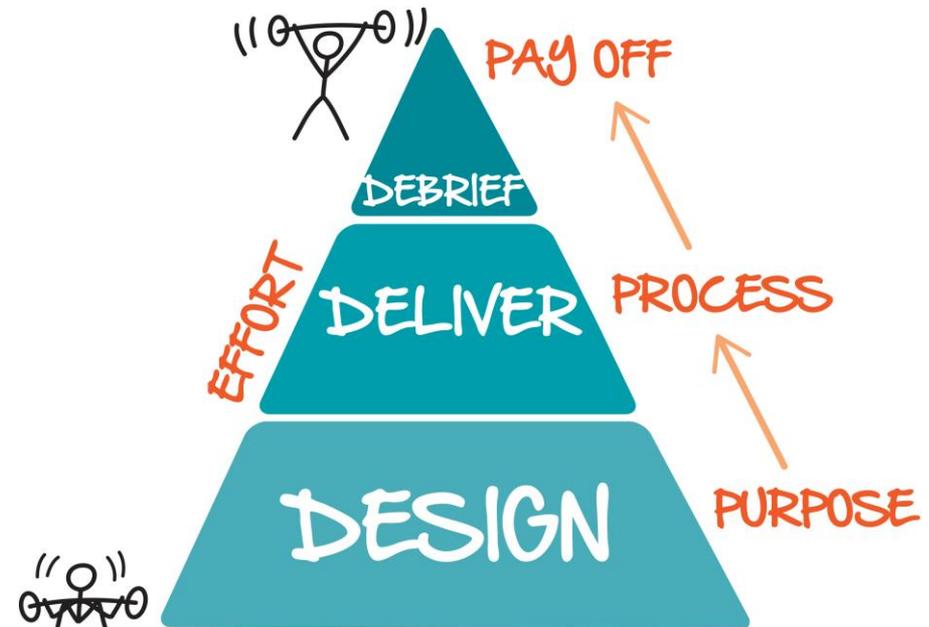


There are three stages to an effective workshop:
design (60%), deliver (30%) and debrief (10%).

Effort in the **design** makes facilitation at workshops seem effortless. Effort in the **design**:

- ❑ Nails purpose, well-timed activities aligned to this purpose and to the needs and interests of participants.
- ❑ Delivers an experience for participants, with contrasting processes and activities to suit a variety of learning styles, preferences and personalities.
- ❑ Results in the pay off that you need.

A reflective debrief identifies what worked well in the design and delivery, and what could be even better next time.



Impact of good design

Engaging and productive workshops are like ideas factories. People work, have fun and get results.

On the screen or in the room, they deliver:

- ✓ Engaged participants
- ✓ High-quality thinking
- ✓ Productive conversations
- ✓ Constructive information
- ✓ Decisions that stick
- ✓ Solutions to problems
- ✓ Agreed actions
- ✓ Meaningful results



The training program

Workshop design is a skill that can be learned. In Jacinta's **Design Workshops that Deliver** training program, you go behind the scenes of a master facilitator's studio to unpack the four broad aspects of workshop design including:

WHY

Clear the fog and nail purpose.

WHO

Identify participants' needs, interests and expectations.

WHERE

Know where we are headed and get the results we need.

WHAT

Tips, tools and processes, that keep people engaged and are timed just right.



Value: what you will learn

In the **Design Workshops that Deliver** program you will learn how to:

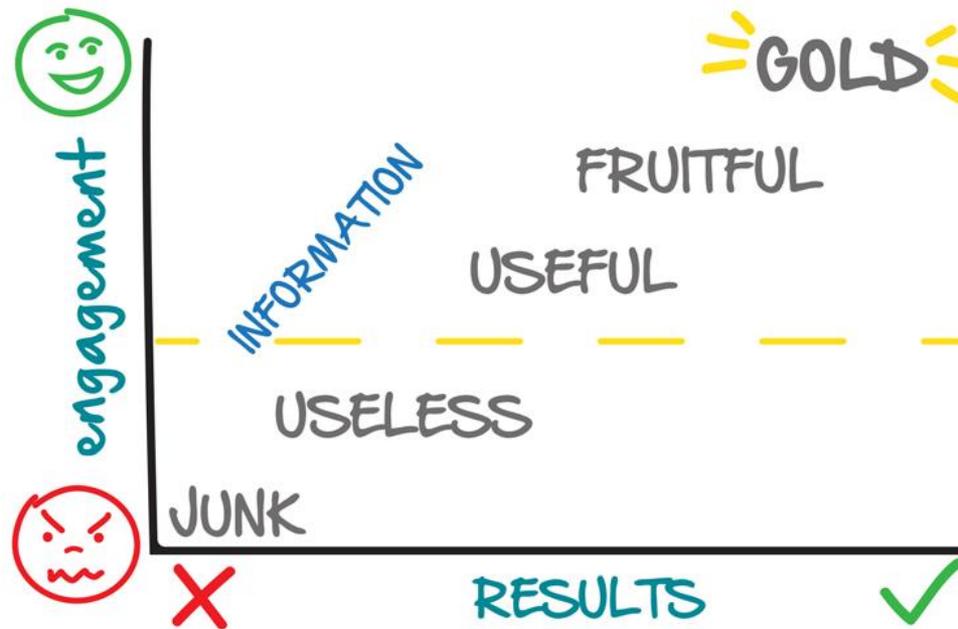
- ❑ **Elicit** a clear purpose and promise to participants from your sponsor, client or boss.
- ❑ **Identify** participants' needs, interest and expectations.
- ❑ **Align** workshop processes and activities to purpose.
- ❑ **Time** workshop activities that get the work done and keep people engaged.
- ❑ **Critique** a workshop plan – what will work and what needs work.
- ❑ **Apply** a set of practical tips and tools to deliver workshops that get results.
- ❑ **Design** workshops with greater **confidence**.
- ❑ **Create** workshops that deliver the pay offs you need.



Value: what you will deliver

Armed with new and expanded knowledge and skills, you will be better equipped to deliver workshops that:

- ✓ Engage participants.
- ✓ Foster high-quality thinking and productive conversations.
- ✓ Uncover constructive information and ideas.
- ✓ Generate solutions to problems.
- ✓ Deliver meaningful results.



Jacinta's Design Workshops that Deliver program includes:

1. Pre-program meeting with you to understand your team's context, challenges and learning needs.
2. Commencement questionnaire for each participant.
3. Pre-session videos from Jacinta with reflection questions.
4. Preparatory materials.
5. 4 x highly engaging and visual workshop classes for up to 10 participants in her Zoom room (75 minute weekly sessions). In person also available - see delivery options overleaf.
6. Full colour participant handbook (online), with tools and templates used in the session to practise and embed what was learned.
7. Recording of plenary discussions.
8. Telephone support between masterclasses for every participant.
9. Check in session with the group three months after to see how the group is putting what they learned into practice, answer their questions and work through any challenges.
10. A fabulous book to support every participant's design and facilitation practice.

Investment: \$10,000 (ex-GST)

Choose from online or in person, when and where you want.

1. Online series for 10 people

4 x 75 minute online sessions

Over 4 consecutive weeks, on the same weekday that suits your team.

12pm – 1.15pm is recommended but alternative times are easy to accommodate.

This pace and timing is perfect for reviewing what is learned each week, have the opportunity to try new tips and tools and to consider reflection questions before the next session.

2. In person for 10 people

2 x half day sessions, at your office.

This is perfect for teams who would like to get together in person and whose availability and work schedule suit more intensive learning. 9.30 – 12.30pm is recommended, then you can have lunch together after!

What people say

- “ *My team completed the Design Workshops that Deliver Program, facilitated by Jacinta. Fantastic! It was engaging and energizing, and provided really practical tips and strategies that the team have already used and implemented. I highly recommend this training. It is one of the most useful programs I have undertaken.* [Anita Craike, Merri Health](#)
- Jacinta is an expert in workshop design. Her training is purposeful, outcome focused, thoroughly in service of the group and full of surprises.* [Angela McMillan, Organisational Development and Learning Partner, Planet Innovation.](#)
- You will love it, be challenged in a good way and take tonnes of practical tips away with you with the theory behind them.* [Emily Hargreaves, Health Infrastructure NSW.](#)
- Jacinta's professional development on was excellent. Lots of great resources, tips, inspiration. Very flexible for different skill levels. Highly recommended!* [Sophia Tipping, Orygen](#)
- It's totally changed the way we do workshops.* [Alana Sarah, Barwon Health.](#)
- Jacinta will show you how to plan and deliver engaging and worthwhile workshops, plus a host of tips and trick to add some extra zing!* [Nicola Holland, Level Crossing Removal Project.](#)
- Do it! You learn so many great tips and handy skills. Jacinta is very skilled and passionate about her work and brings a great a energy her training. Highly recommend.* [Rita Tawk, Merri Health.](#)
- It's an immersive experience to equip you with the tips and tricks to support the successful transition from in-person to online facilitation.* [Ingrid Hering, Victorian Department of Health.](#)
- Nailing your purpose it critical, this course will give you tools to guide that process.* [Alison Bradford, City of Wollongong.](#) ”

Jacinta Cubis: your master facilitator

Jacinta Cubis is a facilitation expert who lights up the room and the screen with her energy as a speaker, facilitator and trainer. She facilitates for you and builds your facilitation capability to:

- ◆ Elevate engagement, boost collaboration and gather gold from groups.
- ◆ Get valuable ideas and information from groups to make decisions that stick.
- ◆ Deepen a team's sense of belonging and appreciation of how to effectively work together.

People love her energy, creativity and humour. One of the things that sets Jacinta apart is that she thinks in pictures - fast! Her cartoons make it easy for people to talk about the hard stuff.

With 25 years of facilitation experience, Jacinta is trusted by clients in government, universities and the community sectors, as well as thought leaders, technical experts and facilitators.

Jacinta holds accreditations in community engagement ([IAP2](#)) and as a [partnership broker](#), along with tertiary qualifications in corporate social responsibility, international relations and communications.

When not facilitating, or helping you learn how, you might find Jacinta on her yoga mat, in her art studio, on the tennis court or the tango dance floor.

Check out her [website](#) to find out about her programs and what people say about working with Jacinta.



Next steps

Sign agreement, book dates and deliver.

Please note:

- Jacinta invoices when we sign our agreement.
- Jacinta is happy to talk with you about the best days and times for your team.
- 10 participants are optimal for this program. Additional sessions can be organised.
- Co-facilitators will be engaged for larger groups, for an additional fee.
- Travel and accommodation expenses are not included for in person delivery outside of metropolitan Melbourne.

Cancellation Policy

- Please note that should the program be cancelled within 30 days of delivery date, a 50% cancellation fee is payable. If cancellation occurs inside of 29 days, full cancellation fees apply.
- Given the uncertainty arising from the current pandemic, delays will incur no additional fees.
- Should the scope require changes, the program cost will be revised and adjusted accordingly as mutually agreed.



Contact Jacinta:

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