

The Importance of Fast Follow-up after your Workshop

Quick moves that will keep your team engaged and enthused, improving the return on investment from your workshop



1. Use the power of three

Prior to your workshop set up action templates for each participant. Ask them to identify *one* action they'll take over the coming 3 days; 3 weeks; and 3 months.

? BIG question - "Where are the quick wins?"



2. Encourage reflection

Send out a thank you to participants. Ask them to set aside 5 minutes to consider their three key insights from the workshop. Request that they share these using an online form (for anonymity and quick capture).

? BIG question - "What worked?"



3. Identify enablers

Review the workshop outputs that need resourcing or support to make them happen. If you have influence in this space, allocate these resources and communicate this to your team. This will generate goodwill and most likely a sense of reciprocity.

? BIG question - "What will maintain momentum and faith?"

