

# Workshop Instructions

This step-by-step guide will help you to deliver a successful Homeful workshop.

## What is the workshop?

The Homeful workshop is an interactive session which gives people the chance think deeply about homelessness and the true meaning of home.

It can be completed by small or large groups; it is easy to run and should last around one hour and 30 minutes.

Participants will take part in a series of focused discussions aimed at helping them to contribute answers to fundamental questions about homelessness.

We have produced some simple instructions to make it easy for anyone to run the workshop.

At the end of the workshop all the facilitator has to do is complete the accompanying Homeful workshop worksheet and return the results to us. This will feed directly into the Homeful action research project.

You can find out more about Homeful and how this workshop fits into it at <https://www.cih.org/policy/homeful> where you can also find any resources mentioned in this document.

## The format of the workshop

- Introduction from the facilitator -10 minutes
- Main group workshop - 1 hour and 15 minutes
- Wrapping up - 5 minutes

## What you'll need to deliver the workshop

- Organise a time to get together with your chosen attendees - whether this be virtual or face-to-face
- Download the Homeful slides, facilitators notes and Homeful workshop worksheet from the Homeful website
- If you're hosting the workshop as a physical event, you may want to provide access to flipcharts, pens etc, for capturing ideas and print out the accompanying workshop worksheet for participants to write down their thoughts.



## Preparation

Anyone willing to hold the workshop can do so. Some knowledge of homelessness would be helpful but is not essential.

You should set a date, time and location for the workshop and invite people who you think may be interested in taking part.

We would appreciate it if you can email us at [homeful@dmu.ac.uk](mailto:homeful@dmu.ac.uk) to let us know you are considering holding a workshop with a rough idea of how many people you think will attend.

You should familiarise yourself with the project, the instructions and the accompanying slides so that you feel comfortable to deliver the workshop.

We would recommend sending out the accompanying Homeful workshop worksheet to participants an hour before the workshop begins.

If you think that there will be people with experience of homelessness in your workshop group, we encourage you to involve a professional trained in trauma-informed practice to be involved in the organisation and facilitation of this workshop to help support and to signpost individuals to services, should the need arise.

## Getting started

We have produced facilitator slide notes to make this part of the process as easy as possible. This introductory part of the workshop only takes around five minutes.



## The main workshop

When you get to the end of the introductory slides you will reach some slides which contain the questions and instructions for the group.

If you have a large group you should split the group into smaller groups at this point – all of which can complete the same questions at the same time. We would recommend no more than eight people taking part in each discussion. So for example if your group contains 24 people, split it into three groups. You may need to allow a bit more time for feedback if you have multiple groups.

The questions are:

- What does 'home' mean to you?
- When you hear the word 'homeless' what do you see?
- Are there any essential social issues which you think cause homelessness or make it worse?
- What does 'resolving homelessness' mean to you? And what measure would you use to describe this?
- Can you share your thoughts on the systemic changes which need to be made to resolve all homelessness (not only rough sleeping)?
- How do you think we can all work towards preventing homelessness in the future?

If you are using a slideshow each question has its own slide. At this point you should ask people to open the Homeful workshop worksheet and explain they will need to record their answers after every discussion.

To avoid confusion and crossover it is important to ask people to stick to the question they are currently working on as far as possible and avoid straying into answering the others. Perspective is also important and the group should be advised that this exercise is about capturing their own opinion not trying to second guess what they think the 'right' answer to the question should be. Starting with question one, ask the group to consider answers to the questions – nominating someone to make notes.

The group has **10 minutes** to do this and pick out **five** words/phrases in answer to the question. You should time this and give the group an alert when they have five minutes left – asking them to record their answers on the relevant part of the results sheet. Once the 10 minutes are up ask your group(s) to nominate a spokesperson to briefly outline their thinking and read out their answers to the whole group. Repeat this process each of the questions.

## Wrapping up

Thank the group for taking part in the workshop and explain that the results sheet will be sent back to the the Homeful project team. Stress to the group that all of the results will be kept confidential and that they will feed directly into Homeful.

## Reporting the results

Make a note of the answers from your discussions on your Homeful workshop worksheet and please return this to [homeful@dmu.ac.uk](mailto:homeful@dmu.ac.uk). If you any participants would like to share their individual worksheet and answers, please feel free to share these with us too.

