



Facilitator notes: module 4 workshop

The aim of this workshop is to get ready for the co-creation sessions at your museum. Where the last workshop focused on preparing the practical resources that your co-creators will need for their workshops, this workshop will help you to create the resources to prepare your co-creators for creating multisensory interpretation in your museum.

The scale of what you're developing will determine what exactly you need to prepare for your co-creators. It will also determine how many co-creation sessions that you need to run.

You may have something specific that you need the co-creators to focus on or you may be able to give them more choice over which narrative they want to explore.

Either way, you will need to spend some time deciding on what narrative(s) you will be giving the co-creators and preparing a brief for them to work from.

Pre-workshop preparation

There are several pre-workshop preparation tasks that you need to carry out for this module.

Summary of facilitator pre-workshop tasks:

1. Read through all facilitation instructions
2. Email participants with pre-workshop activities, and the materials needed for the workshop

What do you need to do before the workshop?

1. Read through facilitator instructions

Please read through all of the facilitation instructions for running the workshop, to make sure it is all clear.

1. Email module 4 participants

You need to email all module 4 participants with the pre-workshop activities.

We have created a draft email to hopefully make it easier. Please do feel free to re-word it as you would like. The drafts are simply to try to make the process less burdensome for you.

Running the workshop

An approximate timing for each of the workshop tasks is here:

Updates	
"Task force" updates	20 mins
Creating a narrative shortlist	
Part A: Shortlisting narratives	15 mins
Part B: Select 3 narratives that you will give to co-creators	25 mins
Break – 15 mins	
Part C: Consider your positionality	15 mins
Part D: Write a brief for your co-creators	30 mins
Wrap-up	
Wrap-up and plans going forward	20 mins

"Task force" updates

Updates	
"Task force" updates	20 mins

Summary of the task: The aim of this task is to check in on how the different "task forces" are doing with their tasks set in the last workshop.

Suggested topics:

- What progress has been made?
- What still needs to be done?
- What support is needed from the rest of the group/elsewhere in the institution?

Creating a narrative shortlist

Creating a narrative shortlist	
Part A: Shortlisting narratives	15 mins
Part B: Select 3 narratives that you will give to co-creators	25 mins
Break – 15 mins	
Part C: Consider your positionality	15 mins
Part D: Write a brief for your co-creators	30 mins

Summary of the task: The aim of this task is to come up with a shortlist of three potential narratives or themes to present to your co-creation group. You will be asked to reflect on your decision-making process and your expectations for the co-creation process.

Depending on the scope of your project, how you approach creating your narrative shortlist will differ slightly. Ideally, you should give the co-creators as much autonomy as possible to choose the narrative that they want to collectively work on.

However, there are times where you will need them to focus on something more specific. Having a specific narrative or object that you need them to focus on does not mean that you can't still offer them an element of choice. There might be different themes linked to either, which you can present to them to explore.

Depending on your budget and timescale, you might want the co-creators to work with you on more than one narrative in your museum/a specific gallery/a specific exhibit. This is wonderful but it is important to make sure that you do not try and fit more than one narrative into the four-workshop timetable; just have more workshops!

Depending on how far along the development process you are starting the co-creation process (we believe the earlier the better!) you might already have established the narratives of your exhibition/gallery/museum. This will be your narrative shortlist that you will need to refine down to three to present to the co-creators.

If you haven't already finalised your narratives, this is an excellent opportunity to start thinking about what narratives might be missing from your exhibition/gallery/museum.

Part A: Create a narrative shortlist

Part A: Part A: Shortlisting narratives	15 mins
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Instructions for participants: You will be making a decision on a shortlist of three potential narratives for the co-creators to consider. These will be based on [the narratives or themes that we are already including in the project/exhibition/gallery] OR [the narratives that we have identified are missing from this exhibition/gallery etc.]

For each narrative, you will need to have a list of themes that could potentially go with it.

In groups, either in one large group (up to 7 people) or in smaller groups (minimum 4 people), consider all the narratives that are proposed and start thinking of themes that go with them.

Try to group the different narratives that people have come up with together. How you do this is up to you. But the ultimate goal is to see what patterns/similarities might be present in the proposed narratives people have come up with. Are there any clear themes emerging?

Part B: Selecting three narratives

Part B: Select 3 narratives that you will give to co-creators	25 mins
Break – 15 mins	

Instructions for participants: You are now going to select three narratives that you are going to offer to the co-creators.

These might now be obvious based on your discussion in Part A but you might also need to make some decisions based on what you think would be the best narratives to present to the co-creators.

Please also think about the main themes that are connected with each of the three narratives.

Part C: Reflect on your choices

Break – 15 mins	
Part C: Consider your positionality	15 mins

NOTE TO FACILITATOR: The aim of this task is to get everyone to critically reflect on how and why they have selected their shortlist of narratives.

It is important to remind workshop participants that ultimately you cannot pick and/or control what the co-creators choose to create, and either the narratives or the sensory interpretation (or both) may end up not reflecting the preferences or opinions of the curatorial team. You can only present the co-creation group with a choice of narratives.

Instructions for participants: We want you to think about how you selected your narrative shortlist and why.

Prompts for participants:

- Why did you select the narratives you did?
- Do you have preference? Why?
- Do you already have an idea of an exhibit/intervention/display that you want to do?
- How will you feel if the co-creation group doesn't pick/like that narrative / doesn't come up with that outcome?
- How will you feel if the co-creation group come up with something that you don't like/agree with/think is important/interesting?

NOTE TO FACILITATOR: It is ok for participants to express any discomfort with the lack of control or any other concerns, this is an opportunity to explore those feelings/concerns in a safe way.

Part D: A brief for your co-creators

Part D: Write a brief for your co-creators	30 mins
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NOTE TO FACILITATOR: The aim of this task is to ensure that your co-creators will have everything they need to explore your shortlist of narratives.

Instructions for participants: Some of these narratives might be easy to understand but some of them might be more specialised or require some contextualisation for those who don't work at your museum. With this in mind:

- What background information might you need to give co-creators to help them explore these narratives and themes?
- How will you present this to co-creators in a way that does not assume any background information on any particular topic?
- Is it important to explain to them how this will fit into the larger narrative of the exhibition/museum/gallery? If so, how will you do this?
- How can you give the co-creators information in a clear way that is both easy to understand and informative, without leading to information overload?

NOTE TO FACILITATOR: The aim of this task is to create a brief for your co-creators, to provide them with the knowledge that they need to engage with your narrative shortlist. It is up to your group to choose how to present the co-creators with this information. This will also partly depend on your co-creators, for example if you have anyone with a learning disability in your group, you will need to create an Easy Read brief.

Prompts for participants:

- Does the narrative centre around a particular person or group? Who are they?
- Is there a historical context for your narrative?
- Is there any important background information related to your themes?

Wrap-up

Wrap-up	
Wrap-up and plans going forward	20 mins

Summary of the task: Now that you have completed all of the internal workshops, this is a chance to reflect on the process so far.

Prompts for participants:

- How have you found the process?
- How can we apply this thinking to our museum more broadly? (You will hopefully have a wide range of colleagues from

different departments who can think about ways that this thinking could be applied in their own role).

- What are you excited about going forward?
- Do you have any concerns?
- What do we still need to do to get ready for the co-creation process?

Once your discussions have finished, and before participants leave, please let them know:

- There is one post-workshop activity for all participants to do. Attendees are asked to fill out the module four **reflective log**. This is an opportunity for attendees to process the contents of the module and develop their thinking.
- There will also be follow on work that will need to be done before the co-creation workshops.