

Workshop wrap-up and synthesis

Finally, once the workshop is finished, the consultant has to write a 'workshop report' and to mail to all participants (including project manager). The 'workshop report' should be sent quickly, while participants remind it well (within two weeks after the workshop sounds reasonable).

The workshop report

The report at this stage is not involving any analytics, but is rather a sort of minutes of the workshop meeting. It aims mainly at feeding back the participants with an overview of the work done. A descriptive document will facilitate the recognition by each participant that his /her viewpoint has been listened to and taken into account. Faithfulness and representativeness of the different viewpoints and arguments are essential for gaining credibility. Participants will have a chance to check and validate their position and contribution to the workshop*.

* Template for the workshop report are provided in the Appendix, section 5.