

TOOL DESCRIPTION

Workshop Canoe



The Workshop Canoe is a simple structure you can use as blueprint to design powerful meetings and workshops.

The Workshop Canoe, developed by Dick and Emily Axelrod, is a facilitation tool used to design and manage workshops effectively. It metaphorically represents the 6 key phases of a successful workshop. The Canoe symbolizes the workshop itself and provides structure and direction.







By understanding and utilizing these elements, facilitators can navigate workshops smoothly, ensuring meaningful outcomes and participant satisfaction.

What makes the tool so special?

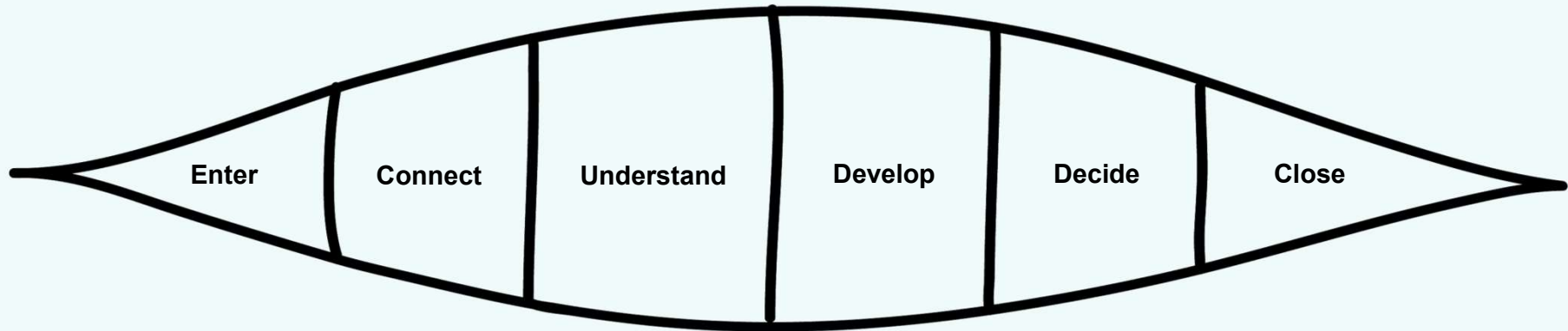
The Workshop Canoe reminds us of metaphors we teach our children to remember the four cardinal points, such as “never eat sour watermelon” or “never eat soggy waffles”. Once you remember these, you will never forget them, and every workshop you facilitate will have structure and meaning.

Duration unspecified	Participants unspecified	Facilitation no materials needed to use the canoe, different materials needed depending on the tools you choose for each phase
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Workshop Canoe | Process

Enter 	Connect 	Understand 	Develop 	Decide 	Close 
<p>Create a warm and inviting atmosphere to kick off the workshop, setting the tone for collaboration and participation. Be a host and act like it by actively welcoming everyone. Give orientation points by talking about the 3 key elements:</p> <ul style="list-style-type: none">• Who's here?• What's the goal?• What's the agenda?	<p>Foster connections among participants, encouraging introductions and icebreaker activities to build rapport and trust. Use icebreaker activities that also support a connection to the topic of the workshop.</p> <p>Our ground rule: Make sure everybody speaks in the first 15 min so they feel like they are an active part of the workshop.</p>	<p>Support the presentation of keynotes and talks with some ground rules, tips and tricks. Enable short reflections after inputs to digest and reflect on the topic. Design open discussions to gain insights and perspectives from all participants.</p>	<p>Generate ideas, solutions or concepts based on the understanding gained. Fostering creativity and innovation through collaborative exercises like OPERA, brainwalking or other methods.</p>	<p>Clarify if decisions are made based on a hierarchy or on the groups' opinion.</p> <p>If the group decides: Make decisions or reach a consensus to choose the best path forward, leveraging the collective wisdom and expertise of the group. Use methods like systemic condensing or the integrative decision process to more clearly structure the discussion.</p>	<p>Summarize key takeaways, action items and the next steps, ensuring clarity and alignment before concluding the workshop. Use a structure suitable for the topic and group, such as Kanban Boards. Additionally, when summarizing the content, do not forget to express emotion. Give participants the chance to give feedback by again using structured methods.</p>

Workshop Canoe | **Template**



welcome and orientation

to each other and to the topic

the topic and different viewpoints

solutions and ideas

between options

with next steps and emotions