



Canadian Council for Youth Prosperity  
Conseil Canadien pour la Réussite des Jeunes

# Co-Creation Workshop

Co-Create with Youth Toolkit



# About the Workshop

This is a sample workshop curriculum for co-creation to use with youth. It's designed to be a fast and fun way to solve for your core design problems and get input and knowledge from youth. This format is based on a lightning design jam model, working through several activities quickly to generate ideas.

## Learning Objectives:

- Share your organizations design challenge with youth and stakeholders
- Capture real-world experience from users on the challenge at hand
- Generate new ideas and solutions to solve the challenge





# How to Use the Workshop Slides

These slides serve as both the facilitation guide and audience facing activities to use in the workshop. As the person running the workshop (aka the facilitator) you can follow these slides as well as use our Google Jamboard tool.

How to use the materials:

- Slides with a light blue background – these are designed for the facilitator and give instructions. You can delete or hide these slides when its time to run the workshop.
- Slides with a white background – these are audience facing slides to share during the workshop.





# How to Run the Workshop Activities

In the instructions, we give two technical ways to run the activities. The first is to use Google Jamboard. The second is to convert this PPT template into a live Google Slide or Powerpoint that the group can live edit.

Both options will work. We recommend Google Jamboard as it has the look and feel of sticky notes and is easy to collaborate on.

If you choose to use the Google Jamboard, you can copy our template on Slide 5. If you choose to use Powerpoint, you can save a version of this PPT template and create a link to share.

If you choose to use the PPT slides, you can save a version of the white workshop slides to share with participants.



# Getting Set Up

## What you need to run the workshop

### Who

- 1 to 2 facilitators
- 5 to 10 youth participants
- 1 to 2 individuals from your organization

### Tools

- Zoom or an online video platform
- Google Jamboard
- Notetaking tool of your preference

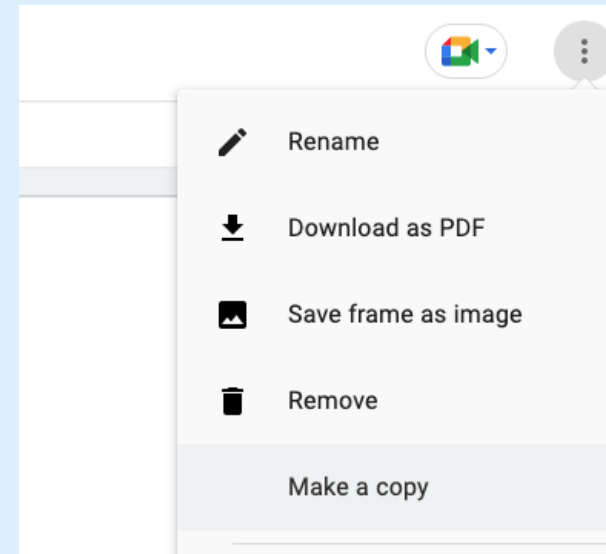
### Timing

- 2 hours

## Setting up the Google Jamboard

You can copy the Jamboard template for the workshop at this link: [https://jamboard.google.com/d/1dnPNokj83KdYeT-jSUWaKGYhhY\\_q0-KIx2dAmWaWR4c/edit?usp=sharing](https://jamboard.google.com/d/1dnPNokj83KdYeT-jSUWaKGYhhY_q0-KIx2dAmWaWR4c/edit?usp=sharing)

Please select the 3 dots on the right hand toolbar, and click “Make a Copy” to make your own jamboard.





# Using the Technology

During the activities, we will ask you to use features of Zoom. Below are helpful links to ensure you are a tech wiz on Zoom before the session.

[Basic Zoom Meeting How-Tos](#): Set up your Zoom meeting for the workshop.

[Sharing Screen](#): Share the slides during the session.

[Using the Chat to Send Files](#): How to send files to participants over chat.

[Using the Annotate tools](#): How to draw and use stamps for collaboration activities.

[Using Breakout Rooms](#): How to divide the group into different rooms for activities.

[Using the Whiteboard function](#): How to use a whiteboard for brainstorming.



# Using the Technology

Google Jamboard is an easy to learn collaboration tool! As a facilitator you may want to brush up in advance of the session.

Sharing the Jamboard – share your Google Jamboard link in the chat of Zoom. Make sure the link is set to “Anyone with the link” is an “editor”

Using the Toolbar – the toolbar is on the left hand side. We will use the pen and sticky note function. Click on the pen and sticky note icon and you are ready to go.

Drawing – You can use the pen to draw on the whiteboard.

Sticky Notes – You can click on and then type in your response. Hit “Save” and it will appear on the board.

Navigating the Boards – each activity has its individual board. You can navigate to the next board by clicking the arrows at the top center of the tool





# Pre-Workshop Steps

As the organizer and facilitator, there are a few steps to complete before the co-creation workshop:

Identify the problem area and design question you are solving – you can use our Get Ready to Co-Create Workbook, Activity 2 and 3 to do this.

Decide your organization's role – In this model, we have a place for your organization to share the problems and have youth ask questions at the start of the workshop. Consider who is best to do this, it can also be the facilitator.

Registration and Timing – Set up an easy registration process and communicate the date and time of your workshop. Consider your marketing plan and reach out to youth or stakeholders that can help you access youth.

Compensation – Plan to offer youth compensation for their time, we typically offer a \$100 honorarium for participation in a 2-hour session.

Set up Zoom – Set up the Zoom link and make sure to share this link with participants in advance of the workshop.







# It's Showtime!

You are ready to run the workshop!  
The following slides are the workshop and activities.

For each activity there is one blue instruction slide, feel free to print or have these slides up on another screen. You can hide those slides in PPT or Google slides during the workshop when you present.

Get ready to discover and ideate!





Canadian Council for Youth Prosperity  
Conseil Canadien pour la Réussite des Jeunes

# Co-Creation Workshop



# Welcome

Let's get set up!

- Hello! I am your facilitator for today.
- Please have your video on and microphone on mute.
- This session will be interactive – please come off mute to speak.
- Ask questions in the chat.
- We will be using Zoom and Google Jamboard today. Let's get them set up!
- Share your name and city in the chat.

## What are we doing today?

- Sharing a core challenge our organization has
- Getting an understanding of the challenge area from different viewpoints
- Brainstorming new ideas to solve this challenge





# Welcome

## Rules we agree to for today

- This will be a fast 2 hours. Please take breaks as you need.
- There are no wrong answers – please support everyone in the room.
- Use the tech that makes you happy – if you want to share out loud or write, both ways are welcomed.
- Sometimes we will work together, sometimes side by side.
- No idea is too small or big – the more tangible the better.



# Welcome



5 minutes

It is time to begin your workshop! For the welcome you can:

1. Introduce yourself and provide a quick introduction on who you are as the facilitator.
2. Greet participants as they sign in.
3. Review the video and microphone functions on Zoom.
4. If using Google Jamboard, share the jamboard link in the chat. We like to ask for a thumbs up from the group to make sure everyone can use the link.
5. If this PPT template on Google Slides or Microsoft, share the link and ensure everyone knows how to use the textbox function.
6. Ask the group to introduce themselves, with their name and where they are located.
7. Review the rules of the workshop on Slide 12, to ensure everyone is on the same page.



Canadian Council for Youth Prosperity  
Conseil Canadien pour la Réussite des Jeunes

# Activity 1. The Challenge at Hand

Our core challenge is...  
insert here

How might we...  
insert here



# Activity 1. The Challenge at Hand



5 minutes

1. Share the problem and with the group. This can be done by the facilitator or from the identified staff members. You can pre-populate your organization information on the Jamboard using the textbox or sticky note function in both.
2. Keep it short, concise and centered on users - 2 minutes only. Be sure to focus this on the challenge area only.
3. Allow time for any questions or clarifications from the group.

Using Zoom and PPT

1. Share the Powerpoint slide deck in Zoom with the group.



# Activity 2. Sunshine and Rainstorms

From your own experience on the core challenge, describe what is currently sunny and rainy for youth. Place positive on the sunshine side and negatives on the rainstorm side.





# Activity 2. Sunshine and Rainstorms



20 minutes

1. Ask participants to independently reflect on their experience with the core challenge. Ask participants to capture what is currently positive about the experience and negative, using the Sunshine and Rainbows template.
2. Ensure participants are on the corresponding Jamboard and set a timer for 10 minutes. Ask participants can use the sticky note function to write down as many positive and negatives that come to mind. One concept per sticky note.
3. Inform the group that the time is up. Ask participants to read over the sticky notes on the board. Debrief the group with the following questions:
  - What are positives that came up multiple times?
  - What are the negatives that come up multiple times?
  - Is anything missing?
4. During the discussion, place similar sticky notes together on the Jamboard.

Using Zoom and PPT

1. Share Activity 2 on your PPT screen in Zoom.
2. Ask participants to use the text box function to write down their sunshine and rainstorms, using one text box per concept.



# Activity 3. Our Biggest Storm

What is the biggest rainstorm we are facing? Copy and paste rainstorms from the previous slide. Vote on the most pressing rainstorms based on your experience.



# Activity 3. Our Biggest Storm



10 minutes

1. This activity builds from Activity 2. Copy and paste the rainstorm sticky notes from Activity 2 to Activity 3. We recommend having your co-facilitator do this during the debrief in the previous activity
2. Ask the group to move to Activity 3 Jamboard.
3. Give the group 5 minutes to vote on the biggest storm, reflecting on their experience. Each participant has three votes they can place, which can be three votes on one storm or one vote on three storm.
4. Ask participants to use the Pen tool and draw a checkmark to vote. Each participant has three votes they can place, which can be three votes on one storm or one vote on three storm.
5. Once this is complete, review the votes and notify the group of the biggest rainstorm. This is the topic we will take into Activity 4.

Using Zoom and PPT

1. For the voting stage, ask participants to place a vote using Insert > Shape > Happy Face. They can place three shapes on the items they want to vote for.





## Activity 4. From Rain to Rainbows

Reflect on your biggest rainstorm – how might we turn this into a rainbow?  
Brainstorm as many solutions as you can.



# Activity 4. From Rain to Rainbows



30 minutes

1. Its time to create some ideas! As the facilitator, review the most pressing rainstorm from Activity 2. Ask participants, "How might we solve for this rainstorm?"
2. Ensure participants have access to the Google Jamboard and set a timer for 10 minutes.
3. Ask participants to brainstorm as many ideas as they have, using the sticky note tool. Ask participants to list one idea per sticky note. All ideas are encouraged and the goal is to get as many ideas on the board in the 10 minutes.
4. Once the 10 minutes are done, ask the group to synthesize the ideas by moving similar sticky notes together on the Jamboard. As the facilitator, encourage the group to discuss their individual ideas and to aim for at least five unique ideas.
5. Once that step is complete, as a facilitator read out the merged ideas and gather any additional feedback.
6. Ask the group to vote for the ideas that resonate most with them. Ask participants to return to the Google Jamboard and place up to three checkmarks on the ideas they like the best. This can be one vote on three stickies, or three votes on one sticky.
7. Once voting is complete, as the facilitator identify the top three ideas.

Using Zoom and PPT

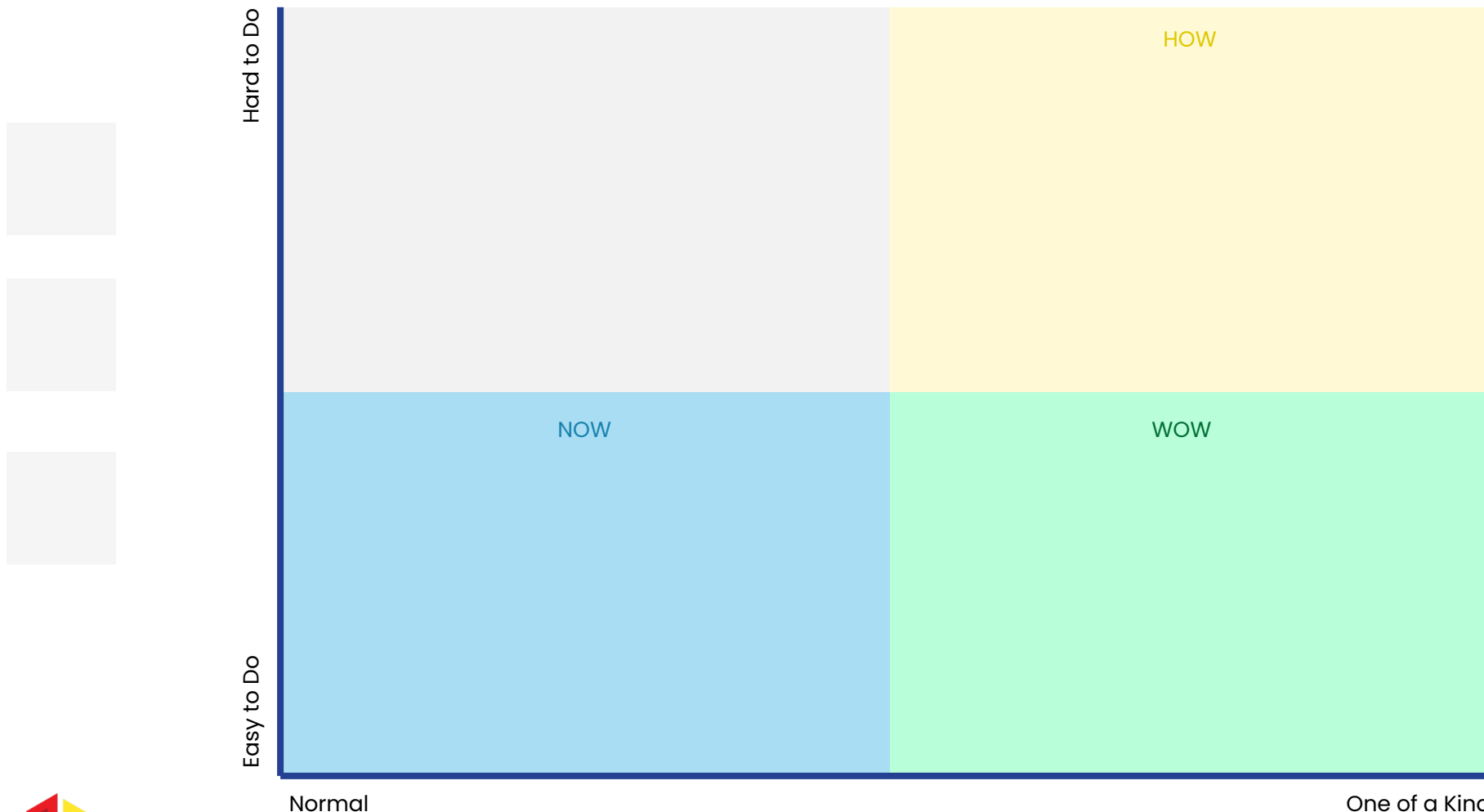
1. For ideation, ask participations to use the text box function, using one text box per idea.
2. For the voting stage, ask participants to place a vote using Insert > Shape > Happy Face. They can place three shapes on the items they want to vote for.





## Activity 5. How, Now and Wow

Let's decide what ideas have the most potential. Map your top three ideas on a scale from easy to hard to do, and normal to one of a kind.



# Activity 5. How, Now and Wow



20 minutes

1. Before beginning this activity, copy and paste the top 3 ideas from Activity 3 on the left hand side of the board.
2. Share the framework of Activity 4. Let the group know we will be evaluating each of the top 3 ideas on how feasible it is and how innovative/impactful it is. In more basic to do, this means on a scale from easy to hard, and from normal to one of a kind.
3. Let the group know as the facilitator you will be moving the stick notes, and the group will have to decide together where to place it on the matrix.
4. Discuss together and place each of the three ideas.
5. Review where each of the ideas went and how it is a framework to selecting an idea to prototype. Easy to do and low innovation are ideas to start with, easy to do and highly innovative are the sweet spot, and more difficult ones may be ones to consider for the future.





# Activity 6. Build a Prototype

Take your idea from the Wow category. Build a rapid prototype to expand what it could be.

<b>Prototype Name:</b>	<b>What is it? How does it work?</b>	
<b>When, where and how will we do it?</b>	<b>What do we need to get started?</b>	<b>What is a metric of success?</b>





# Activity 6. Build a Prototype



20 minutes

1. Use of of the ideas that landed in the WOW category in the previous activity. If you don't have one, you can use one from the NOW category.
2. Give the group 15 minutes to brainstorm more details on the idea. Use the framework provided, the group can list details on each of the questions. Let the group know a few details are okay, the goal is to get something on paper, not perfection. Bonus points if the group can come up with a catchy prototype name.
3. Once complete, share back the prototype with the group. Congratulate them on creating a brand new idea.





# Workshop Complete

Ta-dah!

- You have completed the workshop, hopefully with some great ideas.
- Thank you everyone for your time.
- What comes next?



# Wrap Up



10 minutes

You have facilitated the workshop! For the wrap-up you can:

1. Summarize what we did in the session. This can be a great time to invite back in your organization staff and share the final ideas.
2. Thank participants for the time and allow space for questions.
3. Let participants know what you will be doing with the ideas and information generated today, as well as any next steps.



Canadian Council for Youth Prosperity  
Conseil Canadien pour la Réussite des Jeunes



# Thank You!

