WORKSHOP **ACTIVITY INSTRUCTIONS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Activity - Parking Lot



**What is the purpose of this activity?**

People will have questions, ideas or concerns in a workshop or meeting that are often not directly related to the current discussion. They may be hesitant to ask them in front of the whole group. The ‘Parking Lot’ gives parents a place to ‘park’ their questions and ideas for discussion at a later date.

**Time:** 1 minute

**Materials:** Whiteboard, Flip Chart and post-it-notes

**Preparation:** Place a bundle of post-it-notes on every table. On a white board or flip chart, write ‘Parking Lot’

**How do I do this activity?**

As part of the workshop introduction share the following information:

In order to meet all learning needs we have a ‘Parking Lot’. If you have a question, thought, idea or concern you would like to share or ask but it’s not the right time or you don’t want to ask it out loud – write it on a post-it-note and put it on the ‘Parking Lot’. We will review and respond or answer them throughout the session.

**Hints:**

* If no one puts up anything in the first hour or so, do one yourself then respond publicly as if it is anonymous.
* If someone asks a question you can’t or don’t want to answer at the moment, ask them to write it on a post-it-note and put on the ‘Parking Lot’.
* If you don’t know the answer to the question, open it up to the audience and ask them what they think or know. You might want to do this even if you do know the answer. It helps parents understand that they are their own best resources.

**What are some variations of this activity?**

* Choose a fun poster or drawing or something you want people to notice for the ‘Parking Lot’. You may want to laminate the chart so it can be used more than once.
* For large groups, you may want to have a Parking Lot in each corner of the room or at each table.
* If you are dealing with a sensitive issue you may want the ‘Parking Lot’ to be more like a suggestion box.
* In addition to putting post-it-notes at each table, attach a small stack to the chart.
* If you do not have post-it-notes, use little pads or cut outs on each table

**Things to consider when using this activity:**

* Think about the likely literacy level of your workshop participants. Will they need assistance to be able to record their thoughts for later discussion?
* How can you encourage those who are particularly shy to share their questions?