

Useful Phrases: Delivering a workshop

Online workshop

Introducing the workshop:

- "Welcome everyone to today's online workshop. I'm excited to have you all here."
- "Thank you for joining us virtually. Let's dive into our session."

Setting expectations:

- "Before we begin, please ensure your microphone is muted to minimize background noise."
- "Feel free to use the chatbox for questions or comments throughout the session."



Engaging participants:

- "Let's start with a quick icebreaker to get to know each other, even though we're not in the same room."
- "Let's start by introducing ourselves briefly. Please share your name and one thing you're hoping to gain from today's session."
- "I'll ask a question, and if you'd like to respond, just raise your virtual hand."

Giving Instructions:

- "For our next activity, I'll share my screen to display the instructions. Please follow along."
- "Take a moment to review the document I just shared. We'll discuss it in groups."

Clarifying Instructions:

- "Just to clarify, for the breakout room activity, we'll be discussing the case study in pairs. You'll have 10 minutes for your discussion."
- "If you're uncertain about any aspect of the activity, please let me know now so we can address it."

Encouraging interaction:

- "I encourage you to interact with each other in the chatbox. Share your thoughts or insights as we progress."

- "Let's keep the chat focused on the topic at hand to ensure a productive exchange of ideas."

Transitioning between activities:

- "Now that we've discussed the challenges, let's move on to exploring potential solutions."
- "Before we jump into the next segment, does anyone have any lingering questions?"

Face-to-face workshop

Greeting Participants:

- "Good morning, everyone. It's great to see you all here."
- "Hello and welcome. Let's make the most of our time together."

Promoting Open Dialogue:

- "Let's start with a round of introductions. Share your name, your role, and one interesting fact about yourself."
- "Feel free to interject at any time if you have something valuable to contribute to the discussion."



Creating a Positive Atmosphere:

- "Let's start with a quick icebreaker activity to break the ice and set a friendly tone."
- "Feel free to engage in side conversations during breaks, but let's keep the main discussion here."

Explaining Activities:

- "Now, I'll explain the activity. Please give me your full attention for a moment."
- "I'll hand out the worksheets. Take a look and let me know if you have any questions."

Managing time:

- "We have a tight schedule, so let's stay on track to cover all the topics."
- "We'll wrap up this activity in five minutes, so start concluding your discussion."

Encouraging participation:

- "Who would like to share their thoughts on this topic? Don't be shy."
- "I appreciate everyone's input. Let's hear from a few more people before we move on."

Transitioning between activities:

- "Now that we've discussed the challenges, let's move on to exploring potential solutions."
- "Before we jump into the next segment, does anyone have any lingering questions?"

Dealing with difficult participants

Addressing behaviour:

- "I understand that you have concerns, and I'm here to listen."
- "Let's work together to find a resolution that benefits everyone."
- "I appreciate your perspective, and I'm sure we can find common ground."



Managing disruption:

- "I value your input, but let's ensure that everyone gets a chance to speak."
- "It's important to maintain a respectful and productive atmosphere for everyone."
- "If you have a specific point to make, please wait until the current speaker has finished."

Diffusing tension:

- "Let's focus on the facts and the topic at hand rather than getting caught up in disagreements."
- "Our goal is to have a constructive discussion, so let's find ways to move forward positively."
- "I understand that emotions can run high, but let's approach this discussion with a level head."

Redirecting negativity:

- "While I understand your frustration, let's channel that energy into finding solutions."

- "Negative language can hinder our progress. Can we rephrase that in a more constructive way?"
- "Let's turn this challenge into an opportunity for growth and learning."

Ensuring equal participation:

- "It's important to hear from everyone in the group. Let's make sure everyone gets a chance to share."
- "I value your insights, and I'd also like to hear from others who might have different perspectives."
- "Let's create an environment where all voices are heard and respected."

Offering one-on-one discussion:

- "If you'd like, we can discuss your concerns in more detail after the session."
- "I'm available to address your questions or concerns privately if you prefer."
- "Let's find a time to talk one-on-one and explore how we can move forward together."