

How we work together

Main stages



1) Formulation and confirmation of objectives and expected results

We hold discussions to clarify your expectations and ensure that the participants involved can respond to your problem in the time dedicated to the workshop. This is achieved through several meeting sessions and discussions (2 to 3).



2) Definition of the program and facilitation methods

Based on this, we propose a series of sequences to ensure that the workshop achieves the expected results. We guarantee varied activities and dynamics that allow in depth interactions between participants.



3) Preparation of the tools and materials for the workshop

After having defined the program and the facilitation methods, Les ateliers C prepare the different elements (supports and tools) that will allow the participants to make note of their thoughts and ideas.



4) D Day

The workshop begins with you explaining to the participants why they are involved and what the objectives are. Then, you too participate in the day like everyone else, letting the facilitator guide you. Be prepared for some surprises. If unforeseen circumstances arise during the day or new needs emerge, the program will be adapted with your approval.



5) Photo-reportage & debriefing

Les ateliers C will send you a photo report in the form of a .pdf file which includes the output made by the participants during the workshop. We also hold a short debriefing after the session to identify the positive points and the ways to improve.

How we work together



What we need



A) Identification of a contact person

It is necessary to identify a contact person for the project and to set up a steering committee with representatives of the workshop participants. This committee will be asked to meet at least one month before the event to define the objectives and ensure that the proposed methods are appropriate for the participants' profiles.



B) Raising participants' awareness of the process

In the facilitated events, the participants bring their views and reflections according to their respective roles and experiences, independently of hierarchical positions. They are the ones who produce the results and the content. With this view, we provide you with an explanatory document to send to your participants (facilitation workshop kit) so that they can prepare themselves.



D) Room

You will need to make a room available (minimum 5 m²/person, no tables, with walls that allow the display of output). Les ateliers C can visit the room to confirm its suitability as part of the conditions of session. On the day of the event, the room must be available at least one hour before the start of the event.



E) Materials

You will need to provide the necessary material for the animation. Specifically, 4-5 flipcharts, A4 white paper and markers. An exact list will be defined more precisely during the planning of the program.



C) Identification of participants

You are responsible for identifying the participants, contacting them and informing them of the objectives and form of the workshop. Session materials are carefully prepared according to the people expected to attend, which is why we need to receive the list of participants two days before the session at the latest.



F) Refreshments

You will need to provide refreshments (snacks and drinks) for the participants who will be very occupied during the event.



How we work together

Duties and obligations



I. Types of offer

The offer of services is fixed and is established on the base of the information transmitted during our first contact. Les ateliers C reserve the right to submit a further offer if your requests deviate significantly from what was agreed during the planning stage.



II. Invoicing

Depending on the amount of services requested, we reserve the right to ask for a deposit before starting the execution of the mandate or to request payment in instalments for the total cost of fees.



III. License

Les ateliers C have a “meeting” zoom license available for the session. If the preparation of the session requires the purchase of more substantial (simultaneous translation, over 100 participants) or specific licenses, they will be invoiced in addition.



IV. Impediment & cancellation

In the event of force majeure or an inability to work on our part or on your part, we will discuss together a change in the schedule.

If you decide to cancel the workshop or change the date of the event less than one month before the day of the event, the services already rendered will be invoiced and compensation will be requested for the commitment made.



V. Communication

By accepting our offer, you agree that Les ateliers C may communicate externally about the execution of this mandate. It goes without saying, however, that the content of the discussions and exchanges that take place during the workshop is confidential.

You are free to share our mutual collaboration on social networks and other media.



VI. Copyright

The contents (illustrations, canvas, visual aides) produced by Les ateliers C are distributed with a CC BY NC SA 4.0 license. This means that they can be used for non-commercial purposes, provided you mention Les ateliers C.