



RETHINKING SOCIAL HOUSING

Workshop Instructions

This step-by-step guide will help you to deliver our *Rethinking social housing* workshop.

What is the workshop?

The *Rethinking social housing* workshop is an interactive session which gives people the chance to have their say and feed into the debate on social housing.

It can be completed by small or large groups; it is easy to run and lasts around one hour and 30 minutes.

Participants take part in a series of focused discussions aimed at helping them to contribute answers to fundamental questions about social housing.

We have produced some simple instructions and slides to make it easy for anyone to run the workshop.

At the end of the workshop all the facilitator has to do is fill out a straightforward form and return the results to us. This will feed directly into the project and collectively inform a series of recommendations to government and the wider housing sector.

The format of the workshop

- Introduction from the facilitator - **10 minutes**
- Main group workshop - **1 hour and 15 minutes**
- Wrapping up - **5 minutes**

What you'll need to deliver the workshop

- Access to a room
- Our *Rethinking social housing* slides or handouts, depending on whether you have access to a projector
- Presentation notes
- Flipcharts or large pieces of paper for capturing ideas/discussion points
- Pens
- Result sheets

You can find out more about the *Rethinking social housing* project and how this workshop fits into it at cih.org/rethinkingsocialhousing where you can also find any resources mentioned in this document.



Preparation

Anyone willing to hold the workshop can do so. Some knowledge of social housing would be helpful but is not essential.

You should set a date, time and location for the workshop and invite people who you think may be interested in taking part.

We would appreciate it if you can email us at rethinking.socialhousing@cih.org to let us know you are considering holding a workshop with a rough idea of how many people you think will attend.

To make things as easy as possible we have drafted a template invitation email explaining the workshop and how it feeds into the wider project, which you can amend and send out to anyone you think may be interested in taking part.

You should familiarise yourself with the project, the instructions and the accompanying slides so that you feel comfortable to deliver the workshop. If it helps you may want to do a practice run of your parts of the workshop.

If it is possible to run the workshop in a room in which you can use a slideshow you should but this is not essential. Alternatively you can print out notes for yourself and handouts for the group which you will share at specific points during the workshop.



Getting started

We have produced facilitator slide notes to make this part of the process as easy as possible. This introductory part of the workshop only takes around five minutes.

If you are using a slideshow move onto the first slide and begin the presentation. If you don't have access to a slideshow you can simply talk through the notes provided. No handouts are required at this point.



The main workshop

When you get to the end of the introductory slides you will reach some slides which contain the questions and instructions for the group – this is all explained in your facilitator slide notes.

If you have a large group you should split the group into smaller groups at this point – all of which can complete the same questions at the same time. We would recommend no more than eight people taking part in each discussion. So for example if your group contains 24 people, split it into three groups. You may need to allow a bit more time for feedback if you have multiple groups.

The three questions are:

- What is social housing?
- What does social housing do?
- Who is social housing for?

If you are using a slideshow each question has its own slide containing a full explanation. If you are not able to use slides this is the point at which you should pass around the relevant handouts which contain the question.

At this point you should also hand a results sheet to each group and explain they will need to record their answers after every discussion.

To avoid confusion and crossover it is important to ask people to stick to the question they are currently working on as far as possible and avoid straying into answering the others.

Perspective is also important and the group should be advised that this exercise is about capturing their own opinion on social housing today – not trying to second guess what they think the ‘right’ answer to the question should be or was in a different time period. This is made clear in the presentation prior to the exercise beginning.

Starting with question one, ask the group to brainstorm answers to the questions – nominating someone to make notes. Encourage them to use the flipcharts, white boards or large pieces of paper for this.

People should be encouraged to provide answers in the form of words or short phrases.

The group has **15 minutes** to do this **and** pick out **five** words/phrases in answer to the question. You should time this and give the group an alert when they have five minutes left – asking them to record their answers on the relevant part of the results sheet.

Once the 15 minutes are up ask your group(s) to nominate a spokesperson to briefly outline their thinking and read out their answers to the whole group.

Repeat this process for questions two and three.





The final part of the workshop

The group has now answered three fundamental questions about social housing and is ready to move onto the final stage of the workshop - answering the central question:

- What should the role and purpose of social housing be?

Give the group(s) **15 minutes** to review the answers it came up with to the three previous questions and arrive at an answer to this final question. This last answer should be in the form of a sentence or paragraph.

Now ask a spokesperson from the group to report back their thinking and their final answer and to record their answer on the relevant part of the results sheet.

Wrapping up

Thank the group for taking part in the workshop and explain that the results sheet will be sent back to the Chartered Institute of Housing. Stress to the group that all of the results will be kept confidential and that they will feed directly into *Rethinking social housing*.

Reporting the results

Gather the completed results sheets and either scan or photograph them and return to rethinking.socialhousing@cih.org as soon as you can and no later than 31 March 2018.

The results sheet also includes a space for you to add comments on how the session worked and any changes you would suggest. This will help us to learn and improve as workshops rollout across the country.

