**Polyvocal Heritage Workshop Template**

This template outlines a two-part participatory workshop series designed to support the sharing and co-creation of diverse perspectives around a chosen historical site, theme, or archive. It can be adapted to suit different communities, heritage topics, or creative approaches.

**Workshop 1: Exploring the Archive and Sharing Perspectives**

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| **Duration:** 2.5 hours  **Participants:** 6­–10 | | | | | |
| **Objective** | Introduce the group to the project theme and archive, explore initial responses and reflections, and begin surfacing themes through conversation and collective mapping. | | | | |
| **Activity** | **Duration** | **Purpose** | **Materials** | **Facilitation Notes** | **Outcome** |
| 1. Welcome, Introductions, and Icebreaker. | 15 mins | Set the tone, build rapport, establish trust, and introduce the workshop objectives. | Name badges, markers, flipchart, slides, participant information sheets and consent forms. | Acknowledge the diversity of experience and background in the room.  Reassure participants that they do not need to be experts.  Remind the group that participation is voluntary, and withdrawal is always possible. | Participants feel welcomed and comfortable engaging in the session. |
| 2. Project and Themes Overview | 15 mins | Provide context for the theme/site and the aims of the project. | Slide deck, printed visuals, archival material examples. | Introduce the site / theme, noting its significance and contested legacies.  Highlight why polyvocal and community-led approaches matter in this context. | Participants understand the framing of the project and how their perspectives can shape it. |
| 3. Artefact Storytelling Activity | 40 mins | Stimulate personal reflection and thematic discussion using archival materials. | Archival images / artefacts, sticky notes, pens, flipchart. | Invite participants to select an image and write a short response.  Encourage peer discussion and then reconvene to share as a group. | Individual and shared responses that connect archival content to lived experiences and critical reflection. |
| BREAK | 10 minutes | | | | | |
| 4. Mapping Stories and Events | 40 mins | Visualise connections between the historical record and personal / collective experience. | Large printed or sketched timeline / map, sticky notes, markers. | Introduce the timeline with select pre-marked events.  Invite participants to add personal, community, or thematic milestones.  Use this to highlight gaps, overlaps, and resonances between past and present. | A collaboratively built visual that surfaces key themes and connections for story development. |
| 5. Closing and Introducing Asynchronous Reflection Task | 15 mins | Encourage deeper personal reflection between sessions | Small journals, postcard with prompts. | Distribute journals and introduce the purpose of the reflection task.  Offer optional prompts for those who would like them. | Participants are equipped to reflect and prepare for the next workshop. |

**Workshop 2: Developing and Documenting Stories**

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| **Duration:** 2.5 hours  **Participants:** 6­–10 | | | | | |
| **Objective** | To support participants to shape a story, perspective, or reflection that contributes to the project, and explore how this might be shared. | | | | |
| **Activity** | **Duration** | **Purpose** | **Materials** | **Facilitation Notes** | **Outcome** |
| 1. Welcome Back and Sharing Reflections. | 15 mins | Reconnect participants and re-establish the reflective tone. | Flipchart, participants journals (optional). | Begin with a warm-up activity.  Invite brief insights from the reflection task. | Group rapport is re-established and participants are grounded in the themes. |
| 2. Story Brief Co-Creation | 40 mins | Help participants develop the structure and purpose of their story. | Worksheets / templates for story development, pens, sticky notes. | Introduce the story brief as a flexible planning tool.  Clarify that "story" can include personal memory, historical reflection, or a viewpoint.  Support participants to define theme, audience, emotion, and structure (beginning, middle, end). | A story outline that guides the participant’s documentation approach. |
| BREAK | 10 minutes | | | | | |
| 3. Integrating the Archive | 20 mins | Deepen engagement with the archive and prompt creative responses. | Archival images / artefacts, pens, sticky notes. | Invite participants to revisit the images with their story in mind.  Prompt reflection: What’s missing? What resonates? What questions does it raise? | New ideas or perspectives that can be woven into the developing story. |
| 4. Story Documentation and Sharing | 50 mins | Enable participants to express their story in their preferred format. | A4 / A3 paper, phones/audio recorders, drawing and collage materials. | Offer support for different forms – writing, audio, visual.  Invite informal sharing or showcasing of work-in-progress. | A recorded or drafted story contribution in a format chosen by the participant. |
| 5. Reflections and Next Steps | 15 mins | Conclude the session, gather feedback, and discuss potential outputs. | Evaluation postcards. | Prompt consideration: How should these stories live on? Where should they be shared?  Discuss ethical considerations and future opportunities. | Collective insight into respectful and meaningful dissemination options. |