

Method: Writeshop

A writeshop is a face-to-face workshop with the specific objective of bringing relevant stakeholders together in order to write a document or publication collaboratively.

During a writeshop, participants spend time writing sections of a document, either individually or in small groups, and receive feedback from others. It provides an excellent opportunity for people to make time to write and to be stimulated by the group and the facilitator to finalize a publication.

Although many people may be willing to support a documentation process, often they are so busy implementing their work that it is hard for them to find time to write about their good practice. In addition, many people are not used to writing and they need encouragement to do so. If you are able to gather stakeholders from different groups with different perspectives to concentrate on writing a particular document in a short time, then a writeshop can be an extremely valuable method.

How to use this method:

In order to finalize a publication within a few days, it is essential that the process is thoroughly planned from the outset.

Before the writeshop:

1. The core team meets and lists potential topics to be included in the publication.
2. Authors are invited to develop first drafts on each topic, and to bring these drafts and other relevant resource materials with them to the writeshop.

During the writeshop:

1. All participants present their draft paper. Copies of each paper are given to other participants, who critique the draft and suggest revisions.
2. An editor can attend the workshop to help participants reviewing their text.
3. An illustrator can attend the workshop to produce images to accompany the text.
4. This process is repeated, with participants presenting a second and third draft to the group.
5. After the third draft is critiqued and revised, the final version is completed, compiled and printed soon after the writeshop.