

Workshop Diagnostic Scorecard

Are you running workshops, or just meetings with sticky notes?

A true workshop is engineered for collaboration and data extraction.

Use this diagnostic to score your last 3 workshops and uncover gaps holding back your ROI.

1

The Setup (Planning & Design)

Success is determined before participants arrive.

Tally your A's: ____ / 4

1. Information Gap Test

☐ **A:** We clearly defined what information we had, what we were missing, and exactly who held that missing information.

☐ **B:** We selected a topic and identified high level goals.

2. Pre-Planned Outputs

☐ **A:** We planned how we would use the workshop outputs before the session even started.

☐ **B:** We ran the workshop and considered the outputs after the session wrapped.

3. Seed Materials

☐ **A:** We provided "Straw Dogs" (draft lists, half-baked ideas, or prototypes) for participants to react to and break.

☐ **B:** We worked from blank canvases and generated ideas in the room.

4. Experience Design

☐ **A:** We considered and planned the participant experience.

☐ **B:** We ran the session as a standard meeting with workshop elements.

2

The Experience (Facilitation)

Facilitation extracts data, it doesn't create it.

Tally your A's: ____ / 3

5. Fast Start

☐ **A:** We provided context then moved into active, structured workshop activities.

☐ **B:** The session was a presentation with short workshop exercises at the end.

6. Inclusive Contribution

☐ **A:** We used structured activities that gave everyone the chance to contribute to every topic.

☐ **B:** We facilitated open discussion where the majority of ideas emerged from the most active participants.

7. Divergence Welcome

☐ **A:** We encouraged disputes and captured divergent views as valuable data points.

☐ **B:** We curbed disagreements to reach consensus.

3

The Output (Delivery)

Sticky notes ≠ value.

Tally your A's: ____ / 2

8. Audience-Tailored Results

☐ **A:** We analyzed the raw inputs and "packaged" them into a format specific to the audience (e.g., strategic summary for execs vs. detailed requirements for practitioners).

☐ **B:** We compiled the raw inputs from the session. Notes and visuals were shared as-is.

9. ROI Test

☐ **A:** We treated the session as an expensive asset (e.g., 20 people x 3 hours = 60 hours of salary) and the output justified that cost.

☐ **B:** We filed outputs for future reference.

Spotted gaps?

We can help! Learn about our training services
and our exclusive Workshop Workshop
at spydergrrl.com

Your Score: Total A's ____/9

Score Range	Level	What it means
7-9 A's	Workshop Capable	Refine to scale
4-6 A's	Workshop Developing	Strengthen key areas
0-3 A's	Workshop Curious	Start with structure

Note your lowest-scoring part (s): _____