

The Tiny Workshop Builder

Turn something you know into a welcoming 30-60 minute peer-led workshop.

1. What do you know?

I could teach, demonstrate, explain, or help someone practice...

2. Who is this for?

The people I most want in the room are:

They might already know:

3. What should people leave with?

By the end, I want participants to be able to...

Keep it tiny: one useful idea, skill, tool, decision, or next step.

4. Build the workshop spine

OPEN | 5-10 min

How will people arrive, settle in, and know what is happening?

TEACH / SHOW | 10-20 min

What is the core thing you want to share?

DO / TRY | 10-20 min

What will participants make, practice, discuss, test, or notice?

CLOSE | 5-10 min

5. Choose your workshop length

☐ 30 minutes - one idea + one activity ☐ 45 minutes - teach + practice + discussion

☐ 60 minutes - more practice, reflection, or Q&A

☐ Other:

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Make it practical, accessible, and easy enough that you can actually lead it.

6. Make a simple run-of-show

TIME	WHAT HAPPENS	WHAT I NEED

7. Materials + setup

I need these materials, links, handouts, tools, or supplies:

The room / Zoom / platform needs: _____

8. Build access in from the start

- | | |
|--|---|
| ☐ Written instructions or agenda | ☐ A clear break / pause option |
| ☐ Camera-off participation is okay | ☐ Movement / fidgeting is okay |
| ☐ Captions, transcript, or visual support | ☐ No cold-calling / passing is allowed |
| ☐ Multiple ways to participate | ☐ Extra processing time |

Anything else people may need to participate comfortably: _____

9. Write your invitation

Workshop title: _____

One-sentence description: _____

People should bring / prepare: _____

No expertise required unless I say otherwise.

10. Ready to teach?

- ☐ I know the one thing I want people to leave with.
- ☐ My workshop fits the time I actually have.
- ☐ There is something participants get to do, not only listen to.
- ☐ I have told people what to expect and how they can participate.