



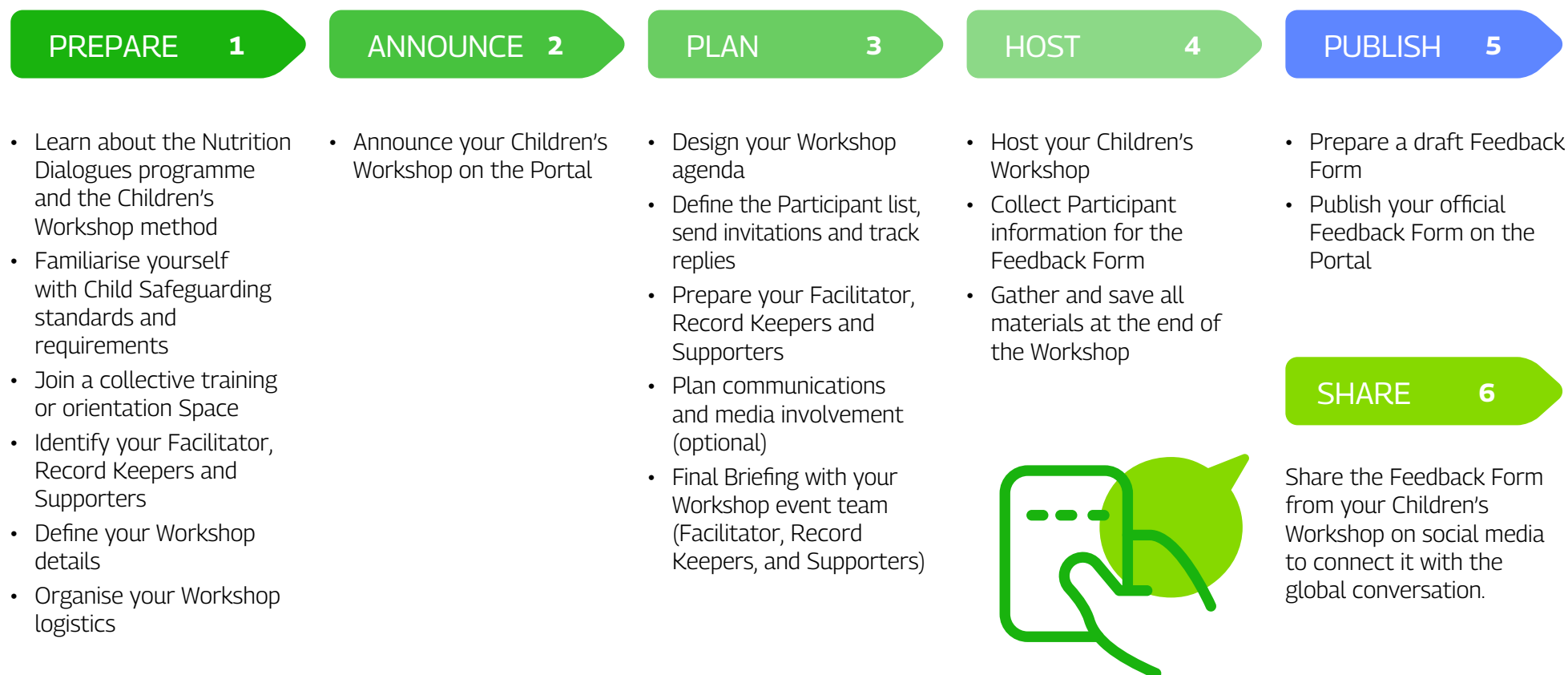
# Nutrition Dialogues

Step by Step Guide  
for Children's Workshops

# WHAT IS THE PROCESS?

This Step-by-Step Guide is a complementary resource designed to support **Convenors** of Children's Workshops. From the initial stages of understanding what it means to be a Convenor to maintaining post-workshop engagement, this guide provides instructions and considerations for each step of the journey. Convenors are welcome to adapt this guide to accommodate local requirements.

To make the most of this guide, we recommend that Convenors start by reading the Reference Manual, as well as the resources which can be found on the Portal at [nutritiondialogues.org](http://nutritiondialogues.org).



# PREPARE



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## Step 1

### Learn about the Nutrition Dialogues programme and the Children's Workshop method

- Explore the online Portal [nutritiondialogues.org](http://nutritiondialogues.org)
- Read the Reference Manual and corresponding Step-by-Step Guide.
- Register on the Portal to set up your profile.

## Step 2

### Familiarise yourself with Child Safeguarding standards and requirements

- All Convenors must meet or exceed the standards and requirements detailed in the **Nutrition Dialogues Child Safeguarding Framework** (available on the Portal). These are in place to ensure that children and young people's participation is ethical, safe, inclusive, sensitive to risks and respectful of local values and cultures.
- Before a Children's Workshop can be announced on the Portal as contributing to the Nutrition Dialogues programme, Convenors must fulfil the following requirements:
  - Be qualified or trained to convene a Children's Workshop
  - Have a clear criminal record
  - Ensure event teams adhere to safeguarding standards
  - Implement child and parent participation consent forms
  - Plan to prevent and manage distress responses
  - Sign and submit the Nutrition Dialogues Safeguarding Statement



### Step 3

#### Join a collective training or orientation Space

- These 2-hour Spaces are designed to orientate those that are convening a Nutrition Dialogue to strengthen their capabilities to deliver a successful Children's Workshop or Stakeholder Dialogue.
- Register for upcoming training and orientation Spaces via your Portal account.
- Add the meetings to your calendar and be ready to interact with others who are also organising Nutrition Dialogue events.

### Step 4

#### Identify your Facilitator, Record Keepers and Supporters

- These are your event team to convene this workshop. More details about these roles can be found in this Guide.
- Convenors must ensure that their event team members adhere to child safeguarding standards.
- Encourage your Facilitator, Record Keepers and Supporters to register for a training session via the Portal, alternatively organise a dedicated training (using resources available on the Portal) to help them appreciate the roles that they are expected to play and how to do it.

### Step 5

#### Define your Workshop details

You will need to decide for your Children's Workshop event (the following elements are required to announce an event on the Portal):

- An interesting title that describes the focus of your Workshop
- The date and time
- Duration of your Workshop (use guidance from the Reference Manual)
- The official name of the Convenor(s) for public recognition e.g. your full name, position, organisation
- The language of the event - this will also help you decide if interpretation is needed during the event and if translation is needed for completing the Feedback Form after the event
- The location where the event is held or hosted from - this will place a pin on the global map of Nutrition Dialogues
- The geographic scope of your event, e.g. village, community level, national level, regional area across several countries.
- An email address that contact requests can be sent to - it can be your own email address or a new one that you set up for the purpose of your event. The email address you choose will not be publicly visible on the Portal and initial contact requests will be subject to moderation. If you choose to respond, this will be directly between you and the sender.

### Step 6

#### Organise your Workshop logistics

- Identify a suitable venue that accommodates activity-based exercises for up to 20 participants.
- Source approximately 20 nutrition-related photos covering a range of angles for use during the activities. For example, obesity, junk food, healthy whole foods, diet-related diseases, healthy meals, farming, water sources, healthcare providers, grains, child feeding, inter-generational meals.





# ANNOUNCE

## Step 7

### Announce your Children's Workshop on the Portal

- Go to your Portal account and “Announce a Dialogue” with all the relevant details determined in Step 5 as well as a description of the Workshop, acknowledgements you would like to make (e.g. support team, sponsors), any affiliations your event has, and an image of your city, community or an aspect of nutrition related to your event.
- All details can be edited as often as you like up until the day of the Dialogue.
- You can grant access to trusted technical support people on the Portal if needed.



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# PLAN

## Step 8

### Design your Workshop agenda

- Create an overall agenda for your event (use guidance from the Reference Manual).
- If helpful, a presentation of the nutrition situation can be prepared for the Opening session. A glossary of terms is also available in the Annex. A PowerPoint template with guidance on framing is available on the Portal.

## Step 9

### Define the Participant list, send invitations and track replies

- Define your invitation list using guidance in the Reference Manual. Convenors are encouraged to consider gender, ethnicity, socioeconomic status, faith, different abilities, rural/urban etc.
- Send invitations and track replies. All participants, as well as their parent or guardian are required to consent to their participation. A template is available in the Child Safeguarding Framework on the Portal.
- Remind participants before the event with more details on logistics, including a contact number in case there are problems on the day.

## Step 10

### Prepare your Facilitator, Record Keepers and Supporters

- Familiarise yourself and your event team with the Feedback Framework for Children's Workshops on the Portal.
- Ensure that the Facilitator, Record Keepers and Supporters are familiar with the standard Children's Workshop methodology, and any local variations that will be incorporated.

## Step 11

### Plan communications and media involvement (optional)

- Make a communications and media plan, using guidance from the Reference Manual.

## Step 12

### Final Briefing with your Workshop event team (Facilitator, Record Keepers, and Supporters)

- Review the run of show, key roles, and clarify any issues.
- Agree on back-up plans if any of the team cannot make it on the day.
- Share information about the Participants with the Facilitator, Record Keepers, and Supporters.
- Print out the list of Participants, and the Workshops Record template from the Feedback Framework.
- Prepare name badges, and materials for the different activities (flipcharts, pens, pencils, markers, sticky notes, papers, glue, PowerPoint presentation if needed), print photographs find relevant magazines and newspapers and bring a camera (phone) to take pictures of the collages.
- When covering topics relating to hunger and malnutrition, it is possible that Participants may tell you that they are experiencing the issue first-hand. Before starting the Children's Workshop, ensure you have contact information for relevant service providers to hand, including organizations providing child protection, health and nutrition services.



# HOST



## Step 13

### Host your Children's Workshop

- Arrive early, prepare the room, and ensure that you have all the materials you need.
- Use the run of show to ensure your Workshop event runs on time, as planned.
- Provide support to the Facilitator, Record Keepers and Supporters.
- Ensure that your Participants feel safe, well and respected to contribute fully.

## Step 14

### Collect Participant information for the Feedback Form

- Collect Participant information (age range, gender) and the total number of Participants to complete Section 1 of the Feedback Form.

## Step 15

### Gather and save all materials at the end of the Workshop

- Collect the collages or take photos.
- Collect the sticky notes or take photos.
- Make sure that one person captures the Participants responses.
- Collect the Workshop Records which have been completed by the Record Keepers.

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# PUBLISH

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## Step 16

### Prepare a draft Feedback Form

- Using guidance from the Feedback Framework for Children's Workshops and a word version of the form, complete your form responses (Note: whilst Feedback Forms can be submitted in any language, those submitted in English, French and Spanish will be more accurately incorporated into the synthesis report).

## Step 17

### Publish your official Feedback Form on the Portal

- Complete the official Feedback Form on the Portal, linked to your event announcement.
- This should be done as soon as possible after the workshop to maximise its accuracy.
- Once the Feedback Form has been submitted, it is immediately published in PDF format and accessible publicly on the Dialogue event page and on the Explore Feedback page.



# SHARE

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## Step 18

### Stay connected and celebrate

- Stay connected with your Participants and indicate any next steps that you have planned.
- You and your team can share your valuable experiences with other Convenors by continuing to attend Nutrition Dialogue Spaces.
- Celebrate your contribution to the Nutrition Dialogues programme by sharing your Feedback Form on social media. Use #NutritionDialogues and #N4GParis to connect it with the global conversation and thank all those involved. Templates and logos are available on the Portal.

If you have been inspired by this process, why not consider organising another Children's Workshop as part of the Nutrition Dialogues programme? Our experience is that Nutrition Dialogues are most impactful when they are organised in a series.



# Key Roles

The success of a Children's Workshop depends on the degree to which Participants feel comfortable and are enabled to interact together in ways that are respectful. It is the role of the team managing a Workshop to ensure that Participants feel sufficiently safe and respected to be able to contribute to the full.

The event team for a Children's Workshop includes an event Convenor, Facilitator, Record Keepers and Supporters. The responsibilities of each role include defined tasks. In practice, some responsibilities can be split between individuals: at the same time, one individual may be asked to take on combined responsibilities (e.g. Convenor and Facilitator and Record Keeper). What is important is that there is clarity on who is responsible for each function.



# Convenor

## Principal Tasks

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- Plan, organize and convene a Children's Workshop event in line with the Principles of Engagement for the Nutrition Dialogues programme.
- Recruit those who will support convening the event.
- Announce the dialogue event on the Nutrition Dialogues Portal.
- Submit the official Feedback Form via the Nutrition Dialogues Portal.
- Ensure that all Nutrition Dialogues child safeguarding standards are followed.
- Ensure that the Dialogue respects Participant privacy, in accordance with the Chatham House Rule.

## Skills

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- Competent and knowledgeable about nutrition.
- Organized and able to manage a small event team and delegate practical and technical aspects to team members.

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# Facilitators

## Principal Tasks

- Support the Convenor to prepare the Children's Workshop.
- Preside over and moderate the Workshop, ensuring that all children and young people can engage in a fun and friendly manner.
- Ensure that all Nutrition Dialogues child safeguarding standards are followed.
- Ensures that discussions and activities remain focused within the time allocated, whilst giving everyone an opportunity to contribute meaningfully.
- Assist the Convenor to complete the official Feedback Form.
- Appoint Record Keepers and Supporters together with the Convenor to assist with a successful Workshop.

## Skills

- Charismatic, positive and inspiring.
- Experience with facilitating workshops with children.
- A systems thinker: Able to make sense out of chaos, recognizing and logically grouping similar themes.
- Empathetic: Quick to connect with children and young people.
- Knowledgeable: Has a good understanding of nutrition issues and how they affect children and young people.
- Consistently neutral.

# Supporter

## Principal Tasks

- Assist the Convenor, Facilitator and Record Keeper with tasks related to the organisation and running of the Children's Workshop.

## Skills

- Event organization.
- Experience of working with children and young people is helpful.

# Record Keeper

## Principal Tasks

- Keep a record of the different contributions (without naming anyone) using the Workshop Record template.
- Support the Convenor and Facilitator to ensure the Feedback Form accurately reflects the discussions which took place.

## Skills

- Consistently neutral.
- Quick note taking.
- Understanding the nuances of different perspectives.
- Experience of working with children and young people is an advantage.



# ANNEX

## GLOSSARY OF TERMS FOR CHILDREN'S WORKSHOPS

### Acute Food insecurity (or Acute Hunger)

Children and young people experience a severe lack of food that is dangerous for their lives.

### Chronic Food Insecurity (or Chronic Hunger)

Children and young people do not have consistent access to appropriate, safe, acceptable and nutritious food that is needed for an active and healthy life.

### Famine

A context in which children and young people face an extreme lack of food that can cause starvation, malnutrition and/or death.

### Food security

Children and young people always have access to appropriate, safe, acceptable and nutritious food that is needed for an active and healthy life.

### Hidden hunger

Children and young people's diets are poor in vitamins and minerals, causing a micronutrient deficiency, or they are often sick and consequently cannot absorb the vitamins and minerals that their body needs (e.g. frequent bouts of diarrhoea).

### Hunger

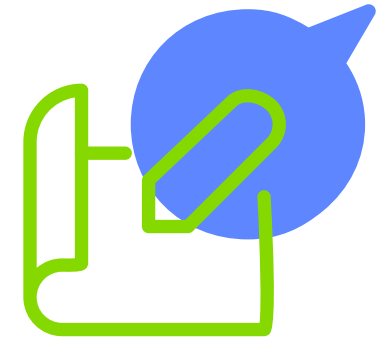
Children and young people have an uncomfortable or painful sensation due to lack of food. The lack of food could be described as happening over a long period of time (chronic hunger) or it could describe a situation where lack of food threatens livelihoods and people's lives (acute hunger).

### Malnutrition

Children and young people do not have the right amount (too much or too little) of energy and/or nutrients due to poor diet or poor care (e.g. they get sick or have diarrhoea frequently; they lack nutritious foods, proper care and services).

### Undernutrition

Children and young people are either low weight-for-height (also called wasting), low height-for-age (also called stunting), low weight-for-age (underweight), or high weight-for-height (overweight).



This Step-by-Step Guide has been developed  
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Nutrition  
Dialogues