

# ART THERAPY RESOURCES



## ★ *Workshop Guidelines*

### BASIC WORKSHOP GUIDELINES INCLUDE:

- Expectations of teacher
- Expectations of attendees
- Before the workshop
- Using the facilities
- After the workshop

### WORKSHOP GUIDELINES SUGGESTIONS:

- Statement regarding the workshop as a safe, supportive, and positive environment
- Statement about whether any of the content may be distressing to some participants
- Statement about possible negative emotions or thoughts that may arise during the workshop
- Instructions for staff if a participant experiences distress in a workshop
- Instructions for participants who may experience distress in a workshop
- Who is responsible for specific parts of the workshop (eg. Instructor, support staff, admin staff)
- Statements about housekeeping of the facility including refreshments, cooling, heating, lighting, etc
- Statements about the facility including entry, exist, parking, property damage etc
- Statements about ownership of any materials in the workshop (eg. Course notes, art supplies etc)
- Statements about using any materials in the workshop (eg. Facilities, art supplies etc)
- Distribution of any forms required for consent
- Statement about taking photographs in the workshop
- Statement about using mobile phones or other electronic devices in the workshop
- Statement about sharing any workshop content on social media (either after the workshop or during)
- Statement about any requirements for special needs (eg. Dietary, disability access etc)
- Statements about confidentiality held within the group
- Statement regarding group norms and expectations of group behaviour including support, respect, inclusivity, and safety.
- Statement that the participant should feel safe in approaching staff privately with any concerns
- Encouragement of participants to provide feedback to staff
- Encourage your participants to engage in the workshop through discussions and activities

**BLOG POST LINK:** <https://arttherapyresources.com.au/workshop-guidelines>