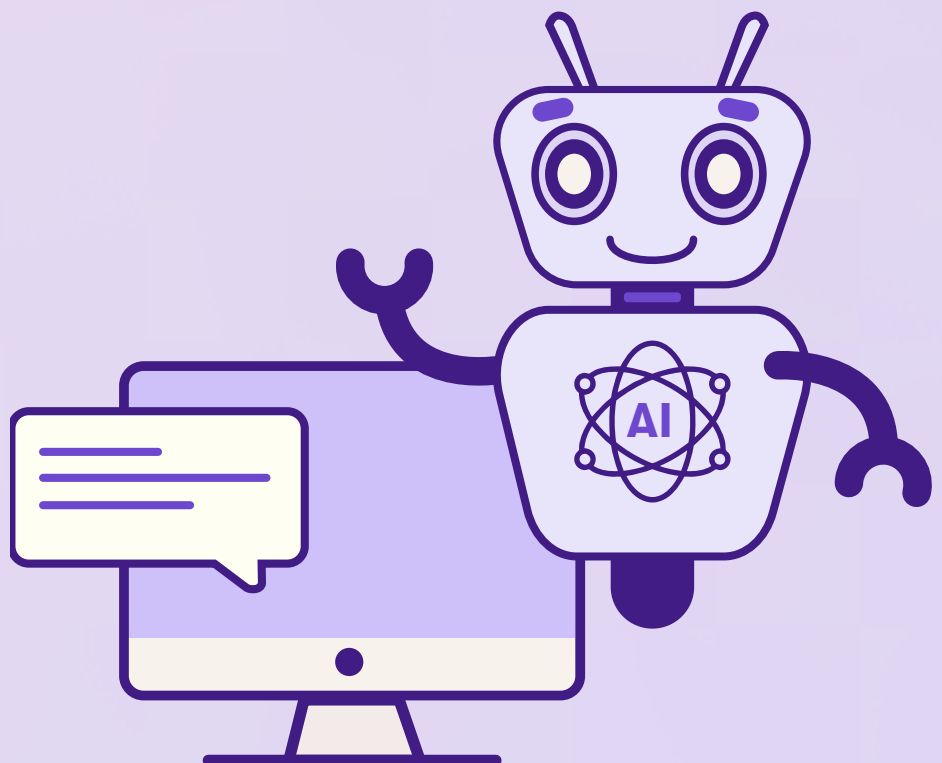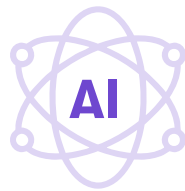Howspace

AI prompt cheatsheet for workshop planning and facilitation

What's inside:

- Ready-to-use AI prompts for every stage of your workshop

- Tips to craft engaging sessions and activities with AI

- Help for handling tricky facilitation moments

- Bonus: How to analyze workshop input using AI in Howspace

AI prompt cheatsheet for workshop planning and facilitation

How to use this cheatsheet: Pick a section based on where you are in your planning process, choose a prompt that fits your needs, and tweak it based on your session. Add context like your audience, topic, or time limits for better results.

Setting goals and outcomes

Use these prompts to clarify purpose and define success:

- "I'm planning a workshop for [audience and topic]. Help me define clear outcomes that lead to action."
- "What would success look like for a 90-minute session on [topic].
- "How can I link this session to our team's strategic priorities?"

Pro tip: When prompting AI to design a session, include your goals, audience, and preferred tone. It'll tailor the suggestions to feel more natural.

Designing the flow

Structure your session for clarity, energy, and engagement:

- "Suggest a flow for a 60-minute collaborative workshop focused on [topic]."
- "How can I split a 2-hour session into energizing and reflective parts?"
- "Give me a hybrid session flow that combines async and live participation."

Quick win: If you're not sure how to balance energy and depth, ask AI to create a mix of energizers and reflective pauses.

Creating activities

Craft interactive and purposeful experiences:
- "Suggest three collaborative activities to spark discussion on [topic]."
- "What's a good warm-up or icebreaker for a group unfamiliar with this topic?"
- "What reflection questions could deepen learning about [theme]?"

Pro tip: If an activity suggestion feels off, tweak the prompt by adding your session length, group size, or energy level.

Handling challenges

Plan for tricky situations and disengagement:
- "What can I do if participants don't engage or stay quiet?"
- "How do I adapt a session if there is visible resistance to the topic?"
- "Give me three creative ways to collect participant input without using surveys."

After the workshops

Extend the learning beyond the session:
- "Write a short follow-up message based on these three main themes."
- "Suggest ways to help participants apply their learning in daily work."
- "How can I visualize key insights shared during the session?"

Quick win: Stuck on follow-up emails? Paste in participant take-aways and ask the AI to write a short wrap-up in your tone.

Bonus: Workshops and AI in Howspace

Now that you've explored AI for workshop planning and facilitation, here's how to apply it in Howspace. The platform's built-in AI helps you make sense of participant input during or after sessions. Use the prompts below to summarize themes, highlight insights, and support real-time or follow-up reflections.

Summarize

- "Summarize the key themes from the conversation in 3-5 bullets."
- "What are the most frequently mentioned ideas or concerns?"

Pro tip: Summaries are stronger if you give the AI a short intro about the purpose of the session.

Highlight standout

- "Find 2–3 quotes that best represent the range of perspectives shared."
- "Pick out responses that are especially insightful or representative of common themes."

Draft summary for reporting

- "Write a 100-word summary of the participant input that I can use in a wrap-up message."

Ready to bring more clarity, engagement, and alignment to your workshops?
Use these prompts as a starting point — experiment, adapt, and make them work for your context.

Want to see how Howspace can support your facilitation and learning programs?
Get in touch with our team, we'd love to show you how it works.

Book a demo