

***Scroll down for all workshop/session dates, times and information.***

## Open Working Programme Guide

Open working means sharing your progress and challenges so others can learn - and so you can build on their solutions. Over eight weeks, this competitive programme helps organisations adopt open practices that make reflection easier, improve reporting, and create valuable communications content.

By making your work visible, you help avoid duplication, spark collaboration, and accelerate change- building stronger services and greater impact for the people you support.

## **Make things open: it makes things better.**

For more information on why open working is such a good idea, please check out [the Open Working Toolkit](#). It's packed full of guidance, examples, templates, principles and more.

## **Cohort Connections:**

[Connect with Kailen on LinkedIn](#)

[Connect with Ross on LinkedIn](#)

[Connect with James on LinkedIn](#)

[Connect with Andy on LinkedIn](#)

[Connect with Laura on LinkedIn](#)

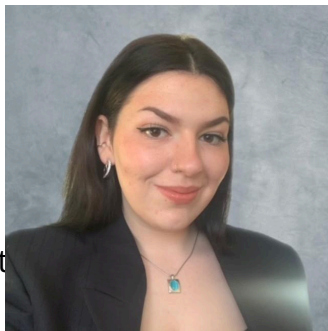
[Connect with Magda on LinkedIn](#)

[Connect with Graham on LinkedIn](#)

## Organisers

If you have any questions about the Open Working Programme, please get in touch with us via email or on WhatsApp!

Kailen Budge (she/her)  
Third Sector Lab  
[kailen@thirdsectorlab.co.uk](mailto:kailen@thirdsectorlab.co.uk)



Ross McCulloch (he/him)  
Third Sector Lab  
[ross@thirdsectorlab.co.uk](mailto:ross@thirdsectorlab.co.uk)



Session dates and links for descriptions and additional information.

Date	Time	Workshop	
Friday 16th January	10am - 11.30pm	<b>Week 1: An introduction to open working with the Third Sector Lab team</b>	<a href="#">Learn More</a>
Friday 23rd January	10am - 11.30pm	<b>Week 2: Open working masterclass with Giles Turnbull</b>	<a href="#">Learn More</a>
Friday 30th January	10am - 11.30pm	<b>Week 3: Writing good weeknotes with Kailen Budge</b>	<a href="#">Zoom Link</a>
Friday 6th February	10am - 11.30pm	<b>Week 4: Midway check-in and weeknote writing session</b>	<a href="#">Zoom Link</a>
Friday 13th February	10am - 11.30pm	<b>Week 5: Creating your own structure</b>	<a href="#">Zoom Link</a>
Friday 20th	10am -	<b>Week 6: Being an open working</b>	<a href="#">Zoom Link</a>

February	11.30pm	<b>champion</b>	
Friday 27th February	10am - 11.30pm	<b>Week 7: Weeknote writing session (with guests)</b>	<a href="#">Zoom Link</a>
Friday 6th March	10am - 11.30pm	<b>Week 8: Final workshop</b>	<a href="#">Zoom Link</a>

If for any reason you are unable to make one of the sessions, **a recording will be provided**. Please contact [kailen@thirdsectorlab.co.uk](mailto:kailen@thirdsectorlab.co.uk) with any questions or requests.

### **A Note on Accessibility**

We try our best to build accessibility into our practice. If you have any access needs that you're concerned about, please do let us know.

Workshop descriptions

**WORKSHOP 1** An Introduction to Open Working with the Third Sector Lab team

Friday 16th January, 10am-11.30am

**Slides** [The Open Working Programme Week 1.pptx](#)

[Canva activity](#)

### **Agenda**

Setting your intentions

This Third Sector Lab session will help you to refine your open working practice, including:

- Deciding on a platform
- Deciding your intentions
- Finding your voice

Your intention might be similar to any of the following:

- Tracking progress on a specific project
- Gathering small pieces of feedback every week
- Reporting back to your board
- Letting your community see how much work goes into what you do
- Reporting to funders or grantees

**WORKSHOP 2** Five ways to get started with open working with Giles Turnbull

Friday 23rd January, 10am-11.30am

## [Slides](#)

Part of the Open Working and Reuse programme from Third Sector Lab.  
(90 mins).

Giles Turnbull is an expert on clear communication and working in the open. He literally wrote the book on agile comms and open working, so we are thrilled to have him running this session.

A former member of the Government Digital Service's influential creative team, he has also worked for a number of UK government departments (including HM Land Registry, Department for Education, Homes England and the Department for Environment, Food and Rural Affairs).

This masterclass will introduce you to five ways to get started with agile comms for your organisation, giving you practical tips on how to implement it and make it work for you. There will be a presentation followed by a Q&A.

## **WORKSHOP 3** Writing good weeknotes with Kailen Budge

Friday 30th January, 10am-11.30am (90 m)

Recording

[Slides](#)

Let's put everything we've learned into practice. In this session, we'll begin with a check in, and ensure everyone is comfortable with the weeknote writing format.

Join Kailen Budge, Third Sector Lab's content expert, for a crash course in crafting weeknotes that people actually want to read.

In this workshop, you'll learn:

- The art of writing weeknotes under timed conditions
- How to speak human, not corporate robot
- Tricks to make your content more engaging than a cat video (almost)
- How AI can be your personal assistant and editor.

By the end, you'll be armed with the skills to create content that's clear, concise, and dare we say, enjoyable to read.

1 hour discussion and presentation

30 mins weeknote writing session

Resources:

Templates: [Open working blog and weeknotes templates](#)

AI tools which might be helpful:

Text editor: <https://hemingwayapp.com/>

Speech to text: <https://otter.ai/>

Presentations: <https://gamma.app/>

## **WORKSHOP 4** Midway Check In and Weeknote writing session

Friday 6th February, 10am-11.30am

Now that we've participated in a few workshops, it's time to check in to see how we're all doing!

Come prepared to reflect briefly on what you've learned as part of the programme so far. How might you use it going forward?

30 mins discussion

30 mins weeknote writing session

## **WORKSHOP 5:** Finding your structure

Friday 13th February, 10am-11.30am

In this session, we'll reflect on topics that keep coming up week after week. Which headings or topics do you keep coming back to, or are helpful for you to capture every week?

Which bits do you look forward to writing? Which bits are a slog?

We'll review how others in the sector structure their weeknotes, and support participants to develop a structure which works for them.

[Open Working Toolkit - tons of blog and weeknote templates.](#)

30 mins discussion

30 mins weeknote writing session

## **WORKSHOP 6** Being an open working champion

Friday 20th February, 10am-11.30am

Now that you're working in the open, how can you encourage your colleagues to do the same?

In this session, Ross will walk you through the [Open Working Champions Toolkit](#).

30 mins discussion

30 mins weeknote writing session

## **WORKSHOP 7** Weeknote writing session (with a guest)

Friday 27th February, 10am-11.30am

Every member of the cohort is encouraged to invite a colleague to attend this workshop with them, so they can get a taste of what open working is all about.

### **Agenda**

Brief welcome and explainer from Third Sector Lab to guest attendees. Break out room discussions on the pros and cons of open working.

30 mins discussion

30 mins weeknote writing session

## **WORKSHOP 8:** Final workshop

Friday 6th March, 10am-11.30am

### **[Canva activity](#)**

Let's reflect on the past eight weeks together. Were there any lightbulb moments for people? Is anyone still waiting for that light to come on?

This workshop will help you to build open working into your practice going forward. It's also a great opportunity to ask any questions you still have around open working, and how you might encourage other people to start doing it too.

30 mins discussion

30 mins weeknote writing session

## **BONUS WORKSHOP:** Open Working Using Video

Access a [recording of the workshop](#).

[Slides](#)

### **Agenda**

Want to show instead of tell with your open working?

Third Sector Lab's former Video and Audio Lead Darryl Corner lead a workshop designed to build your confidence with video.

Darryl will explain not just how to film, but **what** to film. He'll use examples to provide top tips on filming and editing with the equipment you have available - a smartphone!

### **Resources**

- Excellent blog on [Working in the Open from Lauren Currie](#)
- [The Open Working Toolkit](#)