

USING A FLIPCHART

A flipchart is probably the most often used workshop tool. It is portable, easy to use and flexible. It is important that you know **why** you are using the flipchart (headings, agenda points, capturing of information etc.). Trainers need to make appropriate use of flipcharts to ensure that it serves its purpose as a valuable training tool.

You may sometimes prepare flipcharts in advance, but mostly you will use your flipchart spontaneously during a workshop. Practising the skill of using a flipchart is an important training skill.

Using a Flipchart

Note down contributions from participants as they have said it. Try not to paraphrase their contribution to such an extent that they no longer recognise their own words.

Don't use abbreviations when writing on a flipchart. Most of us have our own style of abbreviating and not all people will understand what you have noted on the chart.

Writing on a Flipchart

It is important to write in clear, easily visible writing.

Unless you have a legible handwriting, it is better to use capitals that are rounded. Most of us need to practise this a lot.

It is important, particularly when using a flipchart spontaneously, to always use headings.

You should not put too much information on one sheet

Do not put more than one subject matter on the same sheet.

It is best to separate points with "paragraph markers" such as an asterisk, bullet, circle or whatever you prefer.

Don't use too many colours on one sheet. The use of colour can add to the flipchart or it can detract participants from the information on the sheet.

When writing on a stand you should find a comfortable position that does not block the chart from the participants.

When you have finished writing a point move away so that participants can see what you have written.

When you have reached the bottom of the sheet, kneel down and write so that your writing remains consistent.

To prevent ink sinking through to the next sheet, place a blank sheet in between. This is particularly important if you are writing on a wall.

If you are using prepared flipcharts you should cover them and reveal the information as you need it.

Managing Flipcharts

It is always best to have stands on which to keep your flipcharts. The best type of stand is one that has three legs as it is sturdy and can be adjusted to the angle which you need.

Check before your workshop how the stand works or you may find yourself entangled with the stand in the course of the workshop. If the stand is wobbly then it is better to use a wall.

If stands are not available the advantage of flipcharts is that you can just stick them up on a wall and use them. Check that the pens you are using do not leak through the paper onto the walls.

If you are finished with a sheet of paper you should display it on the walls for participants to see. Use masking tape to stick the chart up on the walls.

When you take the sheets off the wall, fold the tape over so that you do not tear the paper. Rather stick the tape at the top of the sheet than over the corners as this makes it easier to remove from the wall.

Remember to number the sheets so that you do not forget the sequence of the sheets when you are writing a report, possibly a few days later.

Storing Flipcharts

It is best to roll up all the sheets that you have used for that workshop and put a protective cover (stronger paper if you do not have access to tubes).

You should have a particular space (eg. a cupboard) to store your charts.

Decide carefully what is worth saving. It is seldom necessary to save everything, and you should let the purpose of the workshop determine what is kept.