



How We Did It.

A friendly guide to creating change together in your community.



Start with a real need.

Ask what would make life in your community more connected, welcoming or sustainable.



Look around

Notice places, people and opportunities that are often overlooked.



Listen

Ask people what they would like to learn, share or change.



Choose a first step

Start with something meaningful that your team can manage.

Our starting point: Empower Berlin connected practical skills, creativity and care for a local green space. We did not need one activity to solve everything.

Different strengths. One shared idea.

A strong team does not mean that everyone does the same thing.

The organiser

The welcoming face

The creative thinker

The good listener

- **Talk about what each person enjoys and wants to learn.**
- **Share tasks clearly, then check whether support is needed.**
- **Meet regularly, not only when an event is close.**

Ask your team

How will we make decisions? How can someone ask for help? What happens if a plan changes?

Design with people, not only for them.

Give participants space to bring their own questions and experiences.

What do you already know?

What would you like to try?

What can we learn together?

What helped us

We combined short explanations, practical exercises and conversation. People could ask individual questions and help one another.

A useful activity can teach a skill, create a connection or help people see their surroundings differently.

Make it easy to join.

People arrive with different languages, experiences and levels of confidence.

1

Invite clearly

Say what will happen, where to come and whether experience is needed.

2

Offer choices

Let people listen, work in pairs or speak to the whole group.

3

Notice barriers

Offer language or practical support without putting anyone on the spot.

4

Respect consent

Ask before taking photographs and before sharing them online.

A warm welcome and time for informal conversation can make it easier for people to feel that they belong.

Prepare well. Adapt freely.

Changing course is a normal part of community work. It is not a failure.

BEFORE THE ACTIVITY

Prepare

Confirm the place, materials, equipment and team roles.
Leave enough time to set up.

WHEN SOMETHING CHANGES

Adapt

Pause together. Decide what matters most. Find the simplest way to keep the purpose of the activity.

A smaller group may allow a deeper conversation. A changed plan may lead to a better result. Notice what becomes possible.

Let the community make it theirs.

Invite people to shape the result, not only attend the activity.



What happened in our project

Our plan for a tree became a shared green space. Neighbours helped create it and later began caring for it too. The result grew beyond one team activity.

01 Who uses this place or activity?

02 How can they help shape it?

03 What could continue afterwards?

Look beyond the numbers.

Attendance matters, but so do confidence, connection and what people carry forward.



People

What did participants learn or notice?



Team

How did you grow and support one another?



Community

What changed or can continue locally?

Reflect after each activity

What worked? Who felt included? What surprised us? What would we change? A short conversation can reveal more than a long form.

Some of our smallest activities created especially open conversations. We learned to ask what happened, not only how many people came.

Share your work. Care for people.

Photos, films and online materials can inspire others when they are shared thoughtfully.

1

Ask permission

Explain where an image may appear. People can take part fully without being photographed.

2

Tell a useful story

Show the purpose, the learning and the result, not only a successful event.

3

Leave resources behind

Make workshop materials, a guide or creative results available for others to use.

Think beyond the final event

Where will people find your results later? Who could use your materials? Which relationships are worth continuing?



Your first activity plan.

Use these prompts to turn an idea into one manageable action.

What need are we responding to?

Who should help shape the idea?

What can our team offer?

How will people hear about it?

What could we adapt if needed?

How will we learn from it?

You do not need the whole journey worked out before you begin. Start together, listen carefully and let your project grow.