



Citizen Space

Citizen Space training

10:00am - 1:00pm Intro to Citizen Space and building consultations

Followed by a hands-on session building an example consultation, including:

- How to set up online surveys and other types of consultation in Citizen Space
- Best use of fact banks and the additional text component to display information
- Some best practice tips and tricks

1:00pm - 1:45pm Break for lunch

1:45pm - 3:15pm Continue survey build, followed by analysis training

- How to best design surveys with analysis in mind
- Skip logic and adding rich media
- Citizen Space analysis functionality - an overview and best use
- Analyst only questions and example use
- Discussion of analysis process and review of other consultation outcome reports

3:15pm - 3:45pm The rest of the consultation dashboard, any additional features

3:45pm - 4:00pm - Q&A and Training Feedback survey

NB: Times may be subject to change depending on the requirements of the attendees

