## Considerations in Workshop Design

**Pre Meeting Considerations**

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| Think backwards: “What is the objective of each of your meeting sessions with faculty”  |
| Identify the Gen Ed SLO to be addressed  |
| Identify deliverables for each meeting session  |
| Identify readings, if any |
| Is there a budget? |
| Draft Invitation (consider time, place, objectives/expectations, RSVP) |
| Draft a timeline for agenda and facilitator outline– introduction (who and what)– discussion of readings– small group activity– reflection– next steps and deliverables |
| How will the group collaborate (Dropbox, Webex, OpenLab, Skype, GoogleDocs, etc.) |
| What handouts are needed? (agenda, resource list, written reflection) What forms are needed? (photo release, field trip forms, PN60) |
| Create contact list/invitation list |
| Is there a guest speaker? |
|  Develop a meeting activity |
|  Consider how to create buy-in/group consensus  |

**Meeting Considerations: Agenda and facilitator’s outline**

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| Introduction (who and what) |
| Discussion of readings – communicate readings will be discussed–  ask for contributions by name |
| Small group activities (pose problems, discover answers collaboratively)– who is participating, how do you get all to participate– who works with who (no self selection of groups)– peer review– share back– games |
| Draw on expertise of the participants |
| Reflection – Provide a form |
| Next steps/deliverables– What and how |

**Post-Meeting Considerations**

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| Communicate when you will meet again |
| Review reflections |
| Send reminders |
| Send information pertinent to the topic discussed |