## 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 |