## 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  |
|  **Pre Workshop:** **2/25/15, 2:30PM, FC** * Time okay with Faculty, is it a very long day for instructors who arrive very early in morning or stay late at night
* Is there food or a break
* Room: Is there computer, sounds, enough chairs, etc.
* Know the level of your audience
* Clarification of goals (distillation of several)/ list the objectives
* Design methods for each objective
* Who is attending? How familiar they are with the matters being discussed? Tailor prompts to address need/concerns of attendees
* Have an outline or agenda, know the timeline
* Relationships- what is the culture of the group?
* What do you want the participants to deliver at the end of the workshop?
* Hands-on workshop- prepare a step by step activities
* Lecture workshop- provide hands-outs, notes
* Good title/ topic description
* Questions related to the workshop can be emailed to the ones who will be attending the workshop in advance. If the workshop attendees can answer all the questions and send them to the workshop organizers before the workshop it can increase the quality of the workshop
* How many people attending? Get RSVPs named down
* Make agenda/ print
* Create sign in sheet
* Test computer, flash drive etc.
* Have objective specific

**Summary*****Audience****:** Level of knowledge/familiarity with issues
* Decide if attendees need pre-meeting -background information on topic

***Nuts + Bolts**** Reserve room/location
* Technology request
* Food
* Time
* Invites/ RSVP/Sign in Sheet/ Badges

***Goals:**** Clarification of objectives
* List clearly and concisely
* Design methods of discussion
* Write agenda
* Organize/ create hand-outs
* Write prompts
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| **Pre Workshop:** **2/26/15, 8:30AM, FC** * Scheduling (Room, chair, tech, time, date)
* Spreading the word
* Relevant Readings
* Agenda-Objective, material, research prep
* Topic- identify workshop need
* Goals/ objective/ purpose of workshop
* Time- When is the best? How much time? How often small group meets?
* Audience-Faculty
* Organization-goal time management, food, handout
* Communication-Advertise/email (encompass all)
* Scheduling/objective
* Meals to prepare (eg. Cater to dietary restrictions-vegetarians)
* Do participants share understand of vocabulary?
* Accommodation and space and accessibility
* Outline of most critical to least critical issues
* Collection of issues
* Advertise the topics that will be covered among, and how these topics might relate to the current operations (of the department).
* Who is the audience participant group?
* Organization
* Communication
* Audience-list/ invitation letter/ email
* Prepare materials/research/ PowerPoint
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| **Pre Workshop:** **2/26/15 2:30PM-4:00PM** * Have measurable goal
* How will you invite people/ advertise?
* Agenda/ activity development
* Logistics-room
* Will there be refreshments?
* Objectives – assessment
* Where is the meeting to be conducted? Do you have a room?
* Agenda
* Clear goals for each task
* Audience
* Speakers
* Appeal
* Who is invited?
* Do I need to reserve a room?
* Prepare handouts
* Advertise it
* Head count
* Prepare material
* Number of participants
* Providing the necessary material to inform participant and support content preparation
* Manageable agenda
* Be comfortable with the topic
* Prepare well
* Target audience
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| **Pre Workshop:****3/2/15*** Space reservation
* Food/ coffee
* Agenda –date/time
* What material to provide before meeting?
* How long?
* Time-how long does it need to be?
* Who to invite?
* Where?
* Design a theme on idea
* Who is this workshop for?
* Who will speak?
* Audience
* Theme
* What is the point of this?
* List of participants and attendance sheet
* Context
* Relevant documents
* Know what the meeting is about
* Organization of material
* Handouts

**Summary:** 1. Content relevance
2. Duration and location
3. Participants
4. Materials and nourishment
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| **Pre Workshop:****3/5/15** *Logistical Concerns:* * Reserve room
* Making sure the room is available
* Invitations
* Will there be food?
* Consider Pizza
* Making sure media is set up, i.e. PowerPoint/presentation
* Building and grounds- if tables, chairs, etc. are needed
* Required resources
* Speakers
* Create agenda
* Vary activities
* Will there be a reading?
* Find a good time for workshop
* Handouts
* Leader/ attendees
* Planning and developing
* Setting goals/ objectives
* Time
* What?
* Placing refreshment (if applicable)
* Who is your audience? Participants? What’s their expectation?

*Philosophical Concerns:* * Who should you invite to the workshop?
* Balance process v. product
* What variables can you control, re: setup
* Most effective date
* Speakers?
* Why?
* Planning concepts steps
* Objectives
* Audience
* Agenda
* Develop clear goals
* What is the purpose/ goal of the workshop?
* Do you want something to be implemented in the workshop?

 **Summary:** 1. Theme
2. Objectives/goals
3. Participants/audience
4. Best leaders/speakers
5. Activities
6. Timing
7. Location
8. Costs
9. Food?
10. Things you might need (pens, paper, etc.)
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**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 |
|  |
| **During Workshop:** **2/25/15, 2:30PM, FC*** Start on time-why do we preach timeliness, but start meetings late amongst ourselves?
* End on time
* Keep people on track, stick with agenda and move along
* Need to stay focused
* Objective, Procedure, potential outcome)
* Need to allow for address different opinions
* Lead discussion towards answers of goals and question set
* Allow for both private and collective brainstorming
* Take good notes/ minutes
* Make use of graphics, not just text
* Use Simple examples and then get more difficult
* Established commonality of purpose
* Interactively
* Engage the trainees actively
* Make sure everybody follows the subject

**Questions*** What will you do if someone does not participate?
* What will you do if someone dominates the conversation?
* What will you do if the conversation dose off topic?
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| **During Workshop:****2/26/15 8:30AM -10:00AM*** Discussion Reading
* Time management
* Handouts
* Engaging activities
* Clear Stated Objectives
* What is the temperature of the room? How are people doing? Do we need to change/adjust/move on?
* Direction for future goal
* Date of workshop
* Accommodations
* Time to react to each other on topic
* Group Work/interaction/ gaming
* Listening
* Due care of participants, disabilities of participants to consider
* Attendance
* Movement- time to think/ work
* Communication- good outline with logical flow sequential

**Summary 2/25/15, 2:30PM, FC**1. Engagement- common purpose
2. Simple examples- increasingly difficult
3. Subject- specificity
4. Interactivity-sharing ideas
5. Multimedia presentation
6. Time- schedule-management promptness
7. Have a tracking plan
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| **During Workshop:** **2/26/15 2:30PM-4:00PM** Meeting Considerations: Jose Reyes, Mary-Sue Donsky, Mery Diaz 1. Organization and clarity
2. Engagement and pacing
3. Logistical Issues
* Introduce new knowledge
* Interest audience-Make it interesting
* Time Management
* How to encourage participation at the meeting?
* Will there be an activity or game?
* What if things take too long or too little time?
* Adjust agenda on the fly
* Introduction
* Explanation of objectives
* Hands on approach
* Evaluation
* Establishing related setting
* Guidance without being “heavy headed”
* Create task that build upon each other
* Follow the agenda
* Temperature
* Equipment- is it working?
* Keep it focused
* Creativity
* Good jokes
* Engage participants
* Flexibility
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| **During Workshop:****3/2/15**Keeping on task Keep it focused Time management Keep it structureMake task clear and stay within the timeHomeworkDeliverablesHandouts Will this be boring? Will the topics meander and be vague?Formal or informal presentations?Should there be discussion in group? ReadjustingTopics/ AgendaActivities and group sizeMore contextPlace the task into a clear frameworkGetting all engagedTalkative/ argumentative attendees? Record it with notesMake sure everyone has chance to contribute Contact information. What’s next?**Summary:**1. On time and on task
2. Keep participants engaged

-Clear framework-Personalizable1. Takeaways

 -Handouts  -Notes (Recorded) 1. Activities

 -Discussion  |
| **During Workshop:****3/5/15** * Engaging all participants
* Food/Cookies
* Keep an eye on the time and the agenda- move things along if necessary, but be ready to let engaging/ effective activities run overtime
* As a facilitator participate when you can
* Logistics- creating a workshop environments that supports the goal
* Working through engagement
* Structuring- asking for group participation
* What?
* Introduce yourselves; leaders and participants
* Memorializing workshop🡪 Minutes/ OpenLab
* Take-aways
* Reflections
* List working? Interest and Results
* Pace🡪 stay productive
* Starting on time, keeping the time of activities
* Moderating
* Clear Goal and state on paper or somewhere
* Accuracy of timing
* Substitute of activity if necessary (adaptability)
* How long should the workshop be?
* Should there be a speaker.
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**Post-Meeting Considerations**

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| Communicate when you will meet again |
| Review reflections |
| Send reminders |
| Send information pertinent to the topic discussed |
| **Post Workshop: 2/25/15, 2:30PM, FC*** Survey attendees
* Reflect if goals were met
* Thank you or proof of attendance sent in electronic for Parse
* If possible assess to see the long-term effect of workshop (Probably informal conversation)
* Feedback or reflections
* Collect thoughts/ideas/solutions put forth
* Summarize meeting
* Articulate conclusions
* Disseminate to meeting attendees (keep in the loop)
* Make notes about issues or concern in case next related workshop is in the future; details may be forgotten.
* Clean room
* Try to assess the effeteness
* Leave time for questions
* If not known give you’re contact information
* Apply the knowledge from workshop
* Share workshop information to peers
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| **Post Workshop:****2/26/15: 8:30AM -10:00AM*** Follow up questions feedback collection assignments if applicable
* Begin thinking about next work shop
* Follow up with projects
* Survey/questionnaire/feedback
* Implementations Projects
* Follow up, readings
* Feedback, suggestions
* Survey
* Any follow up assignments
* Contact hours for participants
* Certificate
* Based on evaluations sheet, readjustment for next planning workshop
* Reflection of workshop
* What is take away?
* How is this communicated?
* Participants, when assist is given- how to get report back
* Ideas from faculty for next agenda
* How implemented in department/ course
* Do participants have an assignments? Do we want them to report back?
* How communicated?
* Reflections of workshop
* Based on evaluation sheets
* Review and enumerate comments
* Contact hours for participants

**3 Themes:*** Follow up: implementation, projects, assignment, reporting
* Feedback/Reflection
* Readjustment, certification- CE
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| **Post Workshop:** **2/26/15 2:30PM-4:00PM** * Feedback for planning the next meeting
* Is there a task or assignment?
* How will people report back?
* Follow up in person? In Email?
* Evaluation Review
* A set of deliverables for participants to take with them.
* Was it cohesive?
* Reflections?
* Have a clearly defined “change” to participant
* Evaluate your objective
* Clean up
* Assessment
* Have you achieved your goals?

**Review:** A set of tangible – deliverables to take Review, assess, and feedbackNext steps- use information to prepare for next steps  |
| **Post Workshop:** **3/2/15*** Feedback (What need to have more information)
* Minutes? Commemorating meeting
* Follow up meeting/ what kind of follow up
* Questions/concerns to address after meeting
* Document the event -> visuals (pictures of active process) and key outcomes
* Share documentary
* Resources for applying the skills addressed at the workshop
* Summary of takeaways
* Handouts
* Group activities
* Redesign
* Will I have any idea why I just spent my time in the workshop? Can I sum up its importance to my chair?
* Reporting

**Summary:** 1. Summarize of key points
2. Follow up with workshop’s goal
3. Reflection of workshop for future reference
4. Redesign of workshop[ from the feedback
5. Additional resources for future workshop if applicable
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| **Post Workshop:** **3/5/15** * Follow up
* Reflections
* How do we follow?
* How do we keep the movement going?
* What can be done better?
* What was learned?
* Do participants have an assignment or task?
* How will they report back/share?
* Results/conclusions- how well it was done?
* Self-evaluation
* Thank you note/email/ for participants
* Archiving
* Was the goal achieved?
* Ask participants after time
* Describe, Analyze, Apply
* Time to think about an act on what was learned/ generated/ presented

**Summary:***Reflection* * Goal
* Lessons learned
* Take away!
* Improvements

*Follow up overtime assignments** Next steps
* Courtesy to participants to acknowledge/assistance

*Archiving** Minutes
* Filing
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