Tips to prepare a workshop

Introduction

This presentation will provide you some tips to plan a sucessfull workshop.
It is important to remember several aspects:
- Keep your workshop interactive: a 3h lecture is not a workshop
- Keep the participants involved in the learning process
- Plan you workshop carefully
- Keep time for the unexpected things that could happen
- Prefer to work with small groups

Define the goals of your workshop

Every workshop must have a goal.

Do you need to improve your company's hiring procedures?

Do you want to teach managers how to be better organizers?

Do you need to do some team building with a newly formed team?

Many workshops are a waste of time because there's no clear goal kept at the center of the discussion. Without this clear goal, there's really no point in getting people together.

Decide you will attend

○ Get to know who your target population is.
○ You won't adress the same way youngsters and seniors
○ Keep in mind that some activities need to have a group divided in smaller groups

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Choose the right venue

○ Think about the logistics and practical details of your workshop when you choose the location.

● Will everyone be able to see your visual aids?
● If you need a certain technology, like videoprojecting, will the location support it?
● Are there appropriate facilities for breakout sessions?
● Will everyone be able to reach the venue?

Create an agenda

○ It is important to have a clear agenda for you to manage properly the duration of your workshop, and for the participants to have an overview of the whole session.
○ The more detailed your plan, the more you will ensure that your workshop will run to schedule – and be successful.

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Develop a follow-up plan

○ The only way to find out if your workshop was a success is to have an effective follow-up plan.

○ Create a questionnaire to give to all participants at the end of the event, and give them plenty of opportunities to share their opinions on how well it went.

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THANKS!

Any questions?