

Pre- Workshop Activities



Ensuring Quality Workshops



Presentation Design

- Objectives of the Workshop
- The areas of focus
- Elaboration of these areas
 - discussion
 - feedback
 - sharing of experiences
- The checklist
- Conclusions



Objectives

- ❑ Provide workshop planners with a check list to guide course development and implementation
- ❑ Keep planners on track
- ❑ Enhance competencies in planning workshops
- ❑ Aid in the development of a workshop planning template.
- ❑ Provide a reference map during the planning process
- ❑ improve in the quality of workshops.



Areas of Concern

1. Needs Analysis
2. Design and Development of Course Content
3. Course Materials
4. Course Presenters/Facilitators
5. Workshop Materials



Areas of Concern cont'd

1. Facilities and Resources
2. Administrative and Technical Support
3. Catering
4. Workshop Formalities
5. Recording of Workshop Proceedings
6. Workshop Evaluation Documents



1. Needs Analysis

- ❑ It is important to KNOW your target group.
- ❑ What are their entry behaviors?
- ❑ What will they get out of this workshop?
- ❑ How do you capture this information
- ❑ How does this information influence the design and the content of the workshop



2. Course Design and Development

Has the course been designed and developed employing the following?:

- ❑ Rationale
- ❑ Objectives
- ❑ Instructional strategies
- ❑ Delivery methods
- ❑ Activities
- ❑ Evaluation



3. Course Materials

- What materials are you going to present?
 - Course schedule, timetable?
 - Information on participants? E-mail addresses?
 - hand outs, cd-roms, web-based materials, print materials?
- How are you going to present these materials? In a package, day by day?
- Are there enough for all participants? Extra copies?



4. Workshop Presenters/Facilitators

- Have proven competence
- Are dynamic
- Are aware of the guidelines governing the workshop- dress, provision of handouts/resources, time, etc.



5. Workshop Materials

Materials to be used in the workshop:

- ❑ Flip charts
- ❑ Stationery- paper, markers, glue-sticks, masking tape, bulldog clips
- ❑ Transparencies? flash drives? diskettes?



6. Facilities and Resources

What about the venue? Is it:

- ❑ suitable and accessible?
- ❑ well-ventilated and lighted?
- ❑ fitted with appropriate furniture and equipment? OHP's?, multimedia projector? computers? printers? Internet access?
- ❑ technology friendly?- sufficient electrical outlets, display surface/screens etc.



7. Administrative and Technical Support

- Who is going to be responsible for registration? printing/copying workshop output?
- What technical support is required? Are computers and multimedia equipment being used?



8. Catering

- ❑ Has the Catering arrangements been finalized? Re: what? when? where?
- ❑ Have arrangements been made for special needs participants?
- ❑ Are arrangements in place for disposal?



9. Workshop Formalities

- *Be aware that there are formalities in every workshop. They can be minimal or extravagant according to the occasion.*
- Invitations, advertisements,
- Opening and closing ceremonies
- Certificates of participation
- Thank you letters etc.



10. Recording of Workshop Proceedings

It is always good to have recordings of what transpired in the workshop;

- Still and video photography
- Audio recordings

These can be used in future workshops to be used in the development of materials and for motivational purposes



11. Workshop Evaluation Documents

Instruments need to be prepared for the following areas:

2. The various modules of the workshop
3. The workshop itself, and for,
4. Self-evaluation (participants)



The Checklist- Activity

- ❑ In a group identify a workshop that you want to plan.
- ❑ Examine the provided checklist and adapt it to suit your own circumstances.
- ❑ Develop a checklist for your workshop.



Conclusions
