

## Optional Lesson Plan: Workshop Planning



45 minutes total

### Lesson Description



In this lesson, participants learn what they need to organize before, during and after a workshop to ensure that it runs smoothly.

### Learning Outcomes



At the end of this session participants will be able to:

1. Generate a list of what needs to be done before, during and after a workshop.
2. Propose systems for running workshops efficiently.

### Materials



- Flip chart paper
- Markers
- Tape
- Workshop Logistics List* (See lesson plan)

### Preparation



- Read and prepare lesson
- Write learning outcomes on the flip chart
- Make copies of *Workshop Logistics List* (6 copies, 2 per group)
- Write the following headings on separate pieces of flip chart paper:
  - “Before the workshop”
  - “During the workshop”
  - “After the workshop”
- Post flip charts around the room for graffiti exercise

### Introduction

10 minutes



1. Ask participants to raise their hands if they have organized a workshop.
2. Ask some of the participants that raised their hands to describe what went well in their organizing and what could have gone better.
3. Ask those that didn't raise their hands: “What are some of your greatest fears about organizing a workshop?”

4. Explain that in this lesson they will identify what needs to be done to organize a workshop and ensure that it runs smoothly.
5. Share the learning outcomes or lesson description.

### Identifying Workshop Logistics

15 minutes



1. Tell the participants they will be identifying what needs to be organized before, during and after a workshop. They will be doing a graffiti exercise to identify what they know about organizing a workshop.
2. Divide the participants into 3 groups. Assign each group to one of the three following flip charts:
  - “Before the workshop”
  - “During the Workshop”
  - “After the Workshop”
3. Tell them to write down everything that needs to be done at that particular time.
4. After 2-3 minutes, ask the groups to rotate to a different flip chart.



5. Once the participants have written their ideas for each topic, ask them to return to their original flip chart and review what has been added. Encourage them to add any concepts that are missing.
6. Give each group 2 copies of the *Workshop Logistics List*. Explain that the list is not complete, but may remind them of something they have forgotten.
7. Ask participants to compare the *Workshop Logistics List* with what they have on their flip chart. Ask them to add any missing ideas to the flip chart.

### Prioritize

15 minutes



1. In their group, ask participants to highlight the workshop logistics of greatest importance on their list. Ask them to consider the following question: “Which of the logistics on the list are essential for the workshop to be effective?”
2. Once they have highlighted these items, ask the participants to circulate and look at what has been highlighted on the other lists.
3. In the full group, ask the participants: “Is there any disagreement between what you believed were essential logistics and what other groups highlighted?”
4. In the full group, ask the participants to share any tips or hints they have for successfully organizing a workshop.

### Review

5 minutes



1. In pairs, ask the participants to think about the logistics they have identified and consider which logistics require the most time and effort to organize.

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## Reflections on Lesson

## Workshop Logistics

### Pre-workshop

- Identify the planning team
- Consider how participants will be supported after the workshop to successfully implement their skills. Plan and budget for the time this will require.
- Select trainers
- Select appropriate participants
- Advertise the workshop
- Identify a workshop host (if your host is not organizing the workshop)
- Identify and address barriers that will prohibit participants from attending the training (i.e. time, length of training, location, childcare, language, finances)
- Create workshop budget
- Invite and communicate with potential participants
- Organize and coordinate food and accommodation
- Manage participant travel
- Find a training site
- Organize the training site and set up
- Purchase and organize the training equipment and materials
- Do pre-workshop registration
- Do on-site registration
- Print the participant materials
- Find an interpreter if necessary

### During the workshop

- Check that snacks and food are ready at the appropriate times
- Prepare the room in the morning and reorganize in the evening
- Prepare the flip charts for the day
- Prepare materials for lessons
- Check participant list details
- Prepare evaluations, certificates, and CDs

**Post-workshop**

- Transcribe workshop evaluations
- Clean up the workshop materials and space
- Replace workshop materials if needed
- Write workshop report
- Send workshop report to participants
- Offer ongoing support to participants