

Lesson Plan 1: Workshop Introduction

1 hour total

Lesson Description



The focus of the introduction is to create a safe learning environment and provide an overview of the coming three days. During the introduction participants meet each other, discuss how they will work together during the workshop, develop a list of expectations, and learn about the agenda.

Learning Outcomes



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

1. Describe the agenda for the workshop.
2. Discuss how the group is expected to work together during the workshop.
3. Discuss the group's expectations for the workshop.

Materials



- Flip chart paper
- Tape
- Markers
- Pens (1 per person)
- Notebooks or paper (1 per person)
- Name tags (See end of lesson plan for examples)
- Optional: ENPHO Introduction PowerPoint

Preparation



- Read and prepare the lesson plan
- Write the agenda for the day on flip chart paper
- Write the heading "Group Learning Expectations" on flip chart paper
- Write the heading "Group Agreements" on flip chart paper
- Create a "Self-Assessment table" for the different workshop topics, with a range of "None" to "A little" to "A lot."
- Put a notebook, name tag and pen at each seat (1 per person)
- Prepare name tags
- Optional: Prepare the ENPHO Introduction PowerPoint, computer and projector

Introduction

25 minutes



1. Introduce trainers, workshop hosts and other guests as appropriate.
2. Review agenda for the day.
3. Explain the building/workshop layout, bathroom location, emergency exits, first aid, and daily schedule.
4. Lead an icebreaker activity to help participants meet each other and introduce themselves to the group. See options below for a suggested icebreaker.

Icebreaker and Introductions



1. Choose four “Getting to know you” topics in advance. Possible topics include: where they work, favourite colour, favourite food, hobbies, etc.
2. Give a piece of blank paper to each participant
3. Ask the participants to divide their paper into four equal squares by drawing one vertical line and one horizontal line.
4. Tell participants you want them to draw or describe something about themselves in each of the four squares.
5. Present participants with the four assigned topics to fill in their squares.
6. Give participants a few minutes to fill in their four squares according to the assigned topics.
7. Ask each participant to spend 1-2 minutes to introduce themselves and present their four squares to the large group.
8. Continue until all participants have presented.

Group Expectations

10 minutes

1. Ask the participants to list what they hope to learn or expect during the training. Record people’s expectations on a piece of large paper as they list them.
2. Review the list and identify the expectations that you will be covering during the workshop.
3. If there are things that are outside the scope of the workshop, explain that they will not be discussed. Offer any alternatives for discussing those topics if they are relevant, such as websites, research papers, other workshops, consulting visits and names of other organizations.

Self-Assessment

10 minutes

1. Show participants the self-assessment table you have prepared.
2. Explain that this is a tool to find out what knowledge and skills we have before starting the workshop. Explain that it is OK for participants to have little or no knowledge at the beginning. The goal of the workshop is to help each person learn more on the different topics.

3. Ask participants to place a new mark/sticky dots on the self-assessment chart to indicate their existing knowledge level. Summarize results to the large group.
4. Explain that you will revisit the self-assessment again at the end of the workshop.

Group Agreement

10 minutes



1. Explain that ground rules are agreements created by the group that will allow everyone to learn together.
2. Ask the participants: “Reflect on your past training or learning experiences. What made those experiences positive or negative?”
3. Ask the participants: “What are some ways we can create a positive learning environment for everyone?” Write their ideas on the flip chart paper.
4. Add: *respect, ask questions, silence cell phones, and punctuality* if these terms are not included.
5. Explain that any other expectations can be added throughout the workshop.
6. Place the flip chart in a prominent place to be seen throughout the workshop.

Workshop Format and Agenda

5 minutes



1. Discuss your approach to training and learning:
 - Experiential, hands-on and learn by doing
 - Individual and group activities
 - Case studies and learning from others’ experience
 - Open discussion, questions and answers
 - Develop a sense of community and network within the group
2. Review daily agenda with break and lunch times.
3. Ask the participants if they have any questions at this point.

Optional: Introduction to Organization

10 minutes



1. Introduce your organization if delivering the workshop to a new client
2. Talk about the following to introduce your organization:
 - a. Organization mission and vision
 - b. Organizational strategies
 - c. History of the organization
 - d. Activities to date
 - e. Services offered

f. Future plans

Review

5 minutes



1. Ask if there are any thoughts or questions.

Reflections on Lesson