

## Lesson Plan: Workshop Introduction



45 minutes

### Lesson Description



The focus of the introduction is to create a safe learning environment and provide an overview of the coming 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. Introduce participants, trainers and host
2. Describe the agenda for the workshop.
3. Discuss the group's expectations for the workshop.

### Materials



- Flip chart paper
- Masking Tape
- Markers
- Pens (1 per person)
- Notebooks (1 per person)
- Name tags
- Sticky dots
- Clear bag
- Projector
- Laptop

### Preparation



- Read and prepare the lesson plan
- Write the objectives of the training on flip chart paper
- Write the agenda of the day on flip chart paper
- Write the heading "Group Learning Expectations" on flip chart paper
- Write the heading "Parking lot" on flip chart paper
- Prepare a "Self-Assessment table" with different workshop topics, with a column of "None" to "A little" to "A lot."
- Print and prepare the pre-test form (refer to the end of manual for the form)
- Put a notebook, name tag and pen at each seat
- Prepare name tags
- Optional: Prepare the ENPHO Introduction PowerPoint, computer and projector

S.N.	Workshop Topics	None	A little	A lot
1.	WASH in School			
2.	Safe water and PoU options			
3.	Latrine: Proper use and upgrading			
4.	Keeping school clean			
5.	Roles to make WASH Sustainable in school			

**Introduction****5 minutes**

1. Introduce trainers, workshop hosts and other guests as appropriate.
2. Review objectives of the training.
3. Explain about 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.

**Icebreaker****20 minutes**

1. Divide the participants in 3 to 4 groups. Ask the group to make a longest straight chain.
2. Observe the activity of group.
3. Inform the participants that they can use the available local resources to extend the chain.
4. Select the winner group.
5. Ask a member in a group to introduce the participant who is standing next to him/her. Continue the process until all the member is not introduced in the large group.
6. While introducing the following points must be included:
  - a. Name of participant
  - b. Organization
  - c. Designation
  - d. Hobbies
7. Similarly, continue the introduction process in remaining group as well.

**Group Expectations****5 minutes**

1. Ask the participants to write any two expectation from the training on a meta card. Tell to write one expectation on a meta card. Paste the participant expectation on a brown sheet entitled with Learning expectations.
2. Review the list and identify the expectations that will achieve during the workshop.
3. If there are any 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. And paste those non relevalant expectation on a parking lot section.
4. Review agenda of the day.

**Ability-test (Optional)****5 minutes**

- 1) Inform participants that they are going for ability-test activities. This will help to identify participant's knowledge level; which will guide to trainer about information gap.
- 2) Provide a sheet of question paper having questions which are relevant to training.
- 3) Provide 5 minutes for answering the question. Finally collect the answer sheet from the participant.
- 4) Inform participant the score they got will be disclosed at the end of the day.

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**Self-Assessment****5 minutes**

1. Show participants the self-assessment table which you have prepared.
2. Explain that this is a tool to find out the knowledge and skills before the training / workshop. Explain to the participant that the participant having little or no knowledge at the beginning does not matter much. The goal of the workshop is to upgrade each participant from their existing level of knowledge on different topics.
3. Ask participants to place a 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.

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**Review****5 minutes**

1. Ask if there are any thoughts or questions.

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**Reflections on Lesson**