

How to deliver a 1-day workshop

- 1) Admin
 - a) Initial Organization
 - b) Notify Participants
 - c) Confirm Details w/ POC
 - d) Make Materials List
 - e) Buy Materials List
 - f) Ask About Local Resources
 - g) Ask About AV
 - h) Arrange Coffee, etc...
 - i) Create AV List Needs
 - j) Arrange VTC
 - k) Snacks
 - l) Print Handouts on Paper
- 2) Consult and Prep
 - a) Delegate Work to Staff
 - b) Familiarize w/ Last Pres. Content
 - c) Create Participants' Agenda
 - d) Create Trainers' Agenda
 - e) Adapt Existing Handouts
 - f) Review Similar Previous DRIC Workshops
 - g) See and Use Good & Working templates
 - h) Decide on Topic(s)
 - i) Develop Activities
 - j) Determine Workshop Content
 - k) Check former Due-outs
 - l) Choose Second Chairs
 - m) Determine Workshop Lead
 - n) Determine Goals
- 3) Deliver Pre-work to Participants
 - a) Develop Pre-Work
 - b) Put Handouts on Web Page
 - c) Post Info on Web Site
 - d) Download Info to Hard Drive
 - e) Search Web for Other Workshop
 - f) Ask John
 - g) Create New Workshop if Needed
 - h) Create Handouts
 - i) Create Workshop Web Page
- 4) Arrange Site
 - a) Choose Materials to Pack
 - b) Pack Materials
 - c) Buy Airline Tickets
 - d) Get Reservation
 - e) Charge Phone
 - f) Get Maps to Location
 - g) Make Room Arrangements
 - h) Make Travel Arrangements
 - i) Take Cash/Credit Card

- j) Revise Packing List
- k) Print MapQuest
- l) Travel to Site
- m) Set Up Room
- 5) Do Dress Rehearsal
- 6) Stand and Deliver
 - a) Make Introductions
 - b) Set Mtg. Roles
 - c) Tell Them What you will tell them
 - d) Facilitate & Lead
 - e) Handout Handouts
 - f) Pay for Room
 - g) Identify potential evening social activities
 - h) Plan Group Activity
- 7) Develop Post Work
 - a) Arrange for AAR
 - b) Transcribe Flip Charts
 - c) Everyone Bring Calendars
 - 1) Determine Next Date
 - 2) Track Out Completion
 - 3) Assess
 - d) Follow up on Parking Lot
 - e) Follow up with Participants

Less than one day training:

- Define 2-4 goals for the event, especially given the amount of time and number of people you have – what are you doing?
- Does pre-work help –either to get input for design or to get participants working sooner? Done or read or thought about something?
- Who will do what when during the event? Try to leverage participants in roles like DRIC meeting roles, SME, facilitators
- Adult learning – hands on doing beats talking about
- Try to start with an activity
- End with learning reflection and action steps
- Video clips are very cool and easy to use