



## Guidelines for Effective Workshops

Prior to delivering an **Open Gateways Curriculum for Teachers** workshop, facilitators are advised to review Logistics for Delivering Training Workshops and practice the step-by-step guide for each module. The following outline is intended to serve as a guide for effective workshop facilitation and management. Facilitators can modify the approach based on time allotted for the workshop and the experience or needs of the participants.

### Opening the Workshop

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1. **Introduce** yourself and the workshop module.
2. Review the **learning outcomes**.
3. Briefly recap the workshop **agenda**.
4. Explain the **facilitator's role** is to:
  - guide the instruction;
  - demonstrate or model an activity or new skill;
  - respond to questions, and also to rely on participants to help answer questions;
  - keep time or pace the instruction, and adapt as needed.
5. Explain the **participant's role** is to:
  - focus on the instructor during each modeling activity;
  - practice new skills;
  - ask questions;
  - help each other;
  - work individually, and at times in pairs or in groups.

For example, allow participants to decide whether or not they will work in pairs or in teams during the “Create Your Own” section of the workshop.

## Facilitating the Workshop

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1. Guide participants in logging on to their systems.
2. Launch the application you will be using for this workshop.
3. Show and Tell:  
Demonstrate features and skills.
4. Practice:  
Participants can follow along with you as you demonstrate. Or, you might want to show and explain a function or skill first. Then, allow participants to practice on their own to reinforce concepts.
5. Independent Practice; “Create Your Own”:  
This section of the agenda gives participants an opportunity to apply what they have learned through exploration or by creating presentations, spreadsheets or projects.

## Tips for Managing the Workshop

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1. Ask for assistance distributing handouts. To save time, distribute the handouts at each participant's workstation in advance.
2. Avoid lecture.
3. Promote hands-on exploration.
4. Allow time for individual practice.
5. Enable interaction among students – pairing and grouping participants for independent practice or to create products can be helpful particularly if the participants have different levels of expertise or display various comfort-levels using the tools.
6. Walk around the room, and coach participants as needed.
7. Show with words, not hands. Avoid taking control of a participant's mouse.
8. If there are questions you cannot answer, here are some ideas:
  - Allow participants to respond verbally or through demonstration. This strategy promotes group collaboration and problem solving.
  - Advise that network-related questions should be taken to the network administrator.
  - Post and guide participants to the StarOffice website for StarOffice inquiries:  
<http://www.sun.com/products-n-solutions/edu/commofinterest/staroffice/>
9. As questions arise throughout the workshop, write them down on a flip chart or on the board. Encourage others to consider or explore for the answer(s), and revisit the questions at the end of the workshop.

## Closing the Workshop

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Allow time at the conclusion of the workshop for participants to share what they have learned, any tips or discoveries they have made, and ways they might integrate new skills into their own instructional practice.

Obtain feedback to help guide needs for future workshops.

### **Motivation**

Preparation is the number one key to ensuring a successful workshop. Realize that your agenda may not go as planned. That's okay. We have two favorite mottos for you to consider throughout each workshop:

- **Punt and kick!**
- **Monitor and adjust!**

The bottom line is that you need to be flexible and enjoy!