

## Developing an Effective Workshop

Presented below are the basic steps to follow to incorporate the different elements of the workshop design process to develop an effective workshop that will meet the needs of the local program, the workshop participants and, ultimately, the students they will tutor.

It is important to collaborate with other trainers, volunteers and guest speakers who will be involved in the workshop to get their input on the workshop design.

### Definitions

**Workshop design** refers to the *process* of identifying and incorporating the content, timing, training techniques and materials that are appropriate to the needs of the local program, workshop participants, and the training team.

**Workshop plan** is the resulting *output* of the design process that identifies the content, sequence, timing and resources for the workshop elements.

**Workshop schedule** is the total number of *hours* for the workshop over how many days.

Step	Action	Resources
<i>Analyze</i>		
1	Obtain the results of the local program’s needs analysis for workshop design from the workshop coordinator(s) or local program.	<a href="#">Needs Analysis for Workshop Design (Chapter 4)</a>
<i>Design</i>		
2	Using the needs analysis, the principles of learning design, organizational standards and the LETS guidelines, identify the following: <ul style="list-style-type: none"> <li>• The workshop modules from the Literacy Trainers Manual that should be included</li> <li>• Additional modules or presentations from other sources that may be required</li> <li>• The training techniques and strategies that will be used</li> <li>• Timing for each module or presentation</li> <li>• The resources and materials required</li> <li>• The basic workshop schedule (total number of hours for the workshop over how many days).</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Workshop Design (Chapter 4)</a></li> <li>• <a href="#">Workshop Standards (Chapter 4)</a></li> <li>• <a href="#">LETS Standards &amp; Guidelines (Tools &amp; Resources)</a></li> <li>• <a href="#">Workshop Modules Listing (Tools &amp; Resources)</a></li> <li>• <a href="#">Workshop Materials (Chapter 4)</a></li> </ul>
<i>Implement</i>		
3	<ul style="list-style-type: none"> <li>• Develop a workshop plan based on the results of step 2</li> <li>• Identify who will be responsible for each module or activity.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Workshop Plan (Chapter 4)</a></li> <li>• <a href="#">Sample Plans (Tools &amp; Resources)</a></li> <li>• <a href="#">Roles of the Training Team (Chapter 1)</a></li> </ul>
4	Provide the workshop coordinator(s) with the finalized workshop plan and any requirements for materials and equipment.	<ul style="list-style-type: none"> <li>• <a href="#">Roles of the Coordinating Team (Chapter 1)</a></li> </ul>