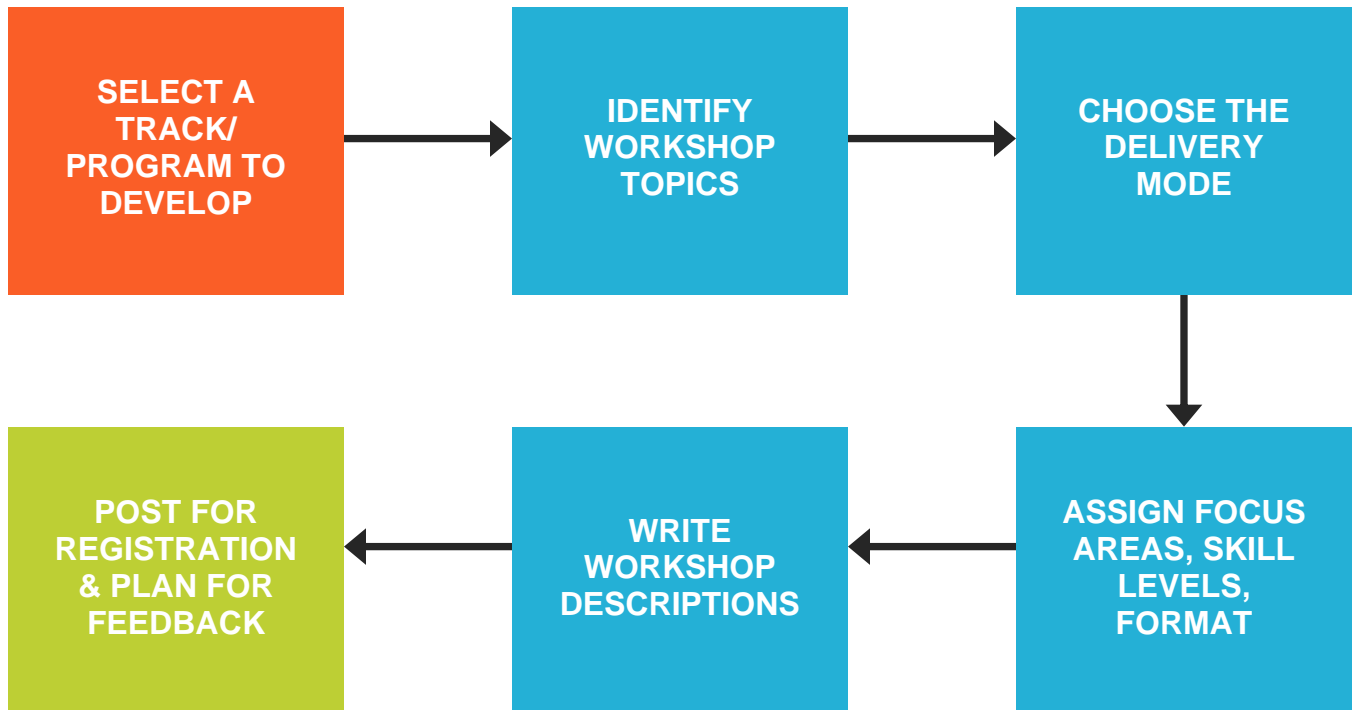


# WORKSHOP PLANNING TEMPLATE

## WORKFLOW

The chart below shows the basic workflow for planning workshops and trainings for ProAct. The exact order may change depending on situational factors, but the components remain the same. Each step in the process is explained below.



### Select a track/program to develop

ProAct currently has five tracks in development (listed below). We may have different tracks of learning based on the needs of our partners and community.

- ▶ Youth Programs Training
- ▶ Rising Star Leadership Program
- ▶ Corporate Partner Training/
- ▶ Nonprofit/Community Partner Training
- ▶ Education Partner Training

## Identify workshop topics

This is where you can plan a logical progression of learning within the track of study. For example, if you are planning the Rising Star Leadership Program track, you may start with a training about getting started as a new facilitator. The next training may be about managing a youth program workshop with the next about facilitating engaging discussions, and so forth. You may decide the trainings should be taken in a specific order or that they can be offered as “stand-alones.”

## Choose the delivery mode

For each workshop/training, the best delivery mode to reach the intended audience needs to be chosen. It will influence how the training is developed. Delivery modes may include:

- ▶ self-paced vs. facilitated
- ▶ on-demand vs. scheduled
- ▶ facilitated: virtual (e.g. webinars, online courses, etc...)
- ▶ facilitated: face-to-face (e.g. in a classroom or training center)

## Assign focus areas, skill levels, and formats

This information is similar to what you may find in the session agendas you receive at conferences. By tagging each workshop/training with this information, you are giving potential attendees a more informative look at the workshop which allows them to decide if it will meet their particular needs.

- ▶ Examples of focus areas
  - Pedagogy and best practices
  - Tools (e.g. hardware, software, apps.)
  - “How-to”
- ▶ Examples of skill levels
  - Novice
  - Intermediate
  - Advanced
- ▶ Examples of formats
  - Hands-on
  - Discussion (Facilitated or Panel)
  - Open consulting (i.e. office hours with designers and instructors)

## **Write workshop descriptions**

Write a brief description of the workshops/trainings in the track. You may want to include the learning objectives for each session if appropriate. As noted above, it is helpful to list the focus area, skill level, and format in addition to the delivery mode at the bottom of the session description.

## **Post for registration & plan for feedback**

When they are ready to run, post the workshops/trainings for attendee registration. We use ProAct University (or in some cases, Zoho Backstage) as an event registration system that allows for tagging, you may want to tag each session according to its learning track (e.g. Youth Programs).

Thinking about feedback, you may also consider including a link to a post workshop survey that launches directly from the registration system if that option is available. (Talk to your supervisor to find out the capabilities of our event registration system at ProAct.) If you do not have access to an event registration system, consider how attendees will register for the workshops and how to send out post-workshop feedback surveys (along with how results will be collected). Using our tool such as Zoho Survey enables you to email a survey link to attendees so you can gather anonymous responses.

# TEMPLATE

The following template can be used as a guide in developing workshops within learning tracks/programs. Feel free to modify this template to suit your development needs.

(LEARNING TRACK & PARTNER NAME)
<b>Workshop title:</b>
<b>Learning outcomes:</b>
<b>Delivery mode:</b>
<b>Focus area (Social Issue):</b>
<b>Skill level:</b>
<b>Format:</b>
<b>Description:</b>
<i>*Below is where specific planning information for developer/facilitator use can be included.</i>
<b>Workshop developers:</b>
<b>Workshop facilitator(s):</b> <i>(may want to have a backup facilitator in case of emergency)</i>
<b># of Participants:</b>
<b>Materials:</b>
<b>Procedure/Agenda (who, what, when, where):</b>
<b>Link to participant feedback survey:</b>