

Best Practices for Workshops

Creating Learning Objectives

- What is your goal for the session? What should your attendee be able to do differently after attending?
- Use words that are specific, avoiding generalities (e.g. demonstrate, list, solve rather than know, understand).
- Consider making SMART objectives (specific, measurable, attainable, relevant, and targeted to the learner).

Setting an Agenda

- Link your teaching strategies to your learning objectives.
- Interactive sessions can be more engaging than didactic sessions. Consider alternate ways to engage learners with your content.
- Workshops are 60 minutes in duration.

Sample Timeline

0:00 – 0:05	Commencement, Introductions to the workshop presenters, outline goals and learning objectives. Consider a board or sheet for people to write their names and something they wish to learn or discuss in the group. Attendees can walk up to the board when entering the room.
0:05 – 0:10	Provide any helpful <u>background</u> or <u>overview</u> of the topic
0:10 – 0:20	Jump into content
0:20 – 0:30	Large Group Discussion and Reflection vs Additional Content
0:30 – 0:40	Small Group Work
0:40 – 0:50	Large Group Discussion
0:50 – 0:55	Wrap Up and Conclusions
0:55 – 1:00	Session Evaluation (required)