

Gathering– August 04

Start Time	Timing	Workshop Design	Notes
	5 -10 mins	Introduction <ul style="list-style-type: none"> Quick intro to facilitators Go-round – participant name, maybe where they're from, sentence on why at the workshop (Agreeing groundrules with the group?) Agenda Check – mention 2nd workshop 	Write up agenda
	15 mins	Reflection <ul style="list-style-type: none"> In PAIRS, think about a workshop that you've been to, or run recently. Talk to your partner about something that went well in the workshop and something that didn't go well. Each side talks for up to 2 mins whilst their partner ACTIVELY LISTENS, then swap roles FEEDBACK and LIST what made the workshops good/bad Stick list up for rest o workshop 	
	20 mins	Planning a workshop <ul style="list-style-type: none"> In SMALL GROUPS (3-4 people) write onto post-it notes all the things to consider in planning a workshop Discuss and prioritise the top 6 things, stick those post-its onto the flipchart Facilitators wander round small groups, adding in anything vital that's been missed Facilitators take flipcharts away, type them up and circulate them <p><u>List might include:</u> Aims • Who's the workshop for • Space • Time – realistic/ concentration/ energy levels •Special Needs All should feed into Agenda</p>	
	20 mins	Workshop Tools Facilitators spread tool cards on the floor and invite participants to take one (not compulsory) and be prepared to briefly explain the tool to the group, answering the following questions: <ul style="list-style-type: none"> What is the tool? What is it good for? When shouldn't it be used? <p>Tools: Go-round, Brainstorm, Paired Listening, Small groups, energisers/icebreakers, Throwing it back to the group, Presentation, Roleplays</p>	Tools Cards
	20 min 5 min 10 min 5min	Learning Cycle <ul style="list-style-type: none"> PRESENTATION to introduce the concept of the 4 stage learning cycle to the group In SMALL GROUPS choose one from three examples and construct a cycle with ideas for the kind of tool you might use FEEDBACK any problems with the cycle, any questions or comments 	3 e.g.s
	2 mins	Homework Ask anyone that's coming to the second workshop to: <ul style="list-style-type: none"> Fill in a Learning Styles Questionnaire Prepare a 10 minute session of trainin to deliver to the rest of the group – can be a longer tool, but we'll have to stop it after 10 minutes 	
	5 mins	Evaluation Pie Chart / PMI or other quick evaluation	

Start Time	Timing	Facilitating Workshops	Notes
	5 mins	<p>Introduction</p> <p>if new people present:</p> <ul style="list-style-type: none"> • Quick intro to facilitators & Seeds • Go-round – participant name, maybe where they're from, sentence on why at the workshop • (Agreeing groundrules with the group?) <p>if same group as first workshop</p> <ul style="list-style-type: none"> • Agenda check 	Write up agenda
	10 mins	<p>Reinforcement Exercise</p> <ul style="list-style-type: none"> • In PAIRS ask 1 partner to explain the 4 stage learning cycle • Second partner explains 3 tools for workshops • Quickly SWAP PARTNERS • First partner lists 3 things to consider when planning your workshop • Second partner lists 3 more things • Facilitators quickly summarise earlier workshop 	Summary flipchart?
	50 mins	<p>Practicing Workshop Facilitation</p> <ul style="list-style-type: none"> • Everyone given 5 minutes to finish preparing their 10 minute session (assuming they were at the first workshop!) • Ask for 2-3 volunteers to facilitate their session • Explain that the rest will take part and feedback • Briefly make a few comments on giving good feedback <ul style="list-style-type: none"> • First Volunteer delivers for 10 minutes • 5 minutes of feedback & Qs • Second Volunteer and so on <ul style="list-style-type: none"> • Facilitators write up main points and circulate later 	Good Feedback flipchart
	20 mins	<p>Facilitating Problem Scenarios</p> <p>Explain that there are common problems all workshop facilitators encounter. The important thing is to find out why the problem has occurred and to pick an appropriate tool to ease the situation.</p> <p>In 3 GROUPS, each group taking away 1 problem scenario(maybe a second one for each group in case they work quickly?):</p> <ol style="list-style-type: none"> 1. Your workshop isn't going too well – some people are unresponsive when you ask them questions, others have been talking amongst themselves. One person has just got up and left the room..... 2. A couple of people are doing most of the talking and dominating the workshop. Some of the others have made no contributions at all... 3. You've got the feeling that the group isn't fully co-operating with the workshop. You're meeting some scepticism and resistance to your ideas/exercises <p>Explain that the workshop is technically over, and people are welcome to leave, but we would like comments, so please evaluate on the way out. But if people want to stay we're planning on having a more general discussion on workshop problems and how to overcome them</p>	Problems written up on flipchart
		Open discussion	
	5 mins	<p>Evaluation</p> <p>Pie Chart or Good thing /Bad Thing flipchart</p>	