

Components of a "Generic" Workshop Outline

Kathy Obear

Amherst, Massachusetts

1. Introduction

- a. Welcome: title of seminar
- b. Introduce facilitator(s): establish credibility
 - why presenting this workshop
 - background / experience with the topic
- c. Introduce participants
- d. Needs assessment
 - skill level
 - experience with topic
 - expectations for seminar / presenter(s)
- e. Icebreaker/team-builder: warm-up activity
- f. Motivation grabber
- g. Goals of session
- h. Expectations of participants: ground rules
- i. Agenda / format / time line

2. Body of Workshop

- a. Overview of skills / knowledge / attitudes
- b. Participants experience knowledge / skills / attitudes
- c. "Process" / analyze activity
- d. Develop principles / generalizations

- e. Apply new learning on a personal level: practice
- f. Apply new learning in other situations
- g. Personal goal setting: what do participants want to
 - remember
 - keep learning
 - change
 - teach others about
 - try to help others change
- h. Give "homework": how can participants keep learning and growing

Conclusion

- a. Review / summarize major points
- b. Bring closure to the seminar
- c. Give a motivational "pep-talk"
- d. End on a positive note
- e. Gather evaluative feedback
- f. Thank the participants
- g. Stay around for questions from participants

Kathy Obear is a diversity trainer and consultant based in Amherst, Massachusetts (413) 283-2503.

Copyright © 1991 Kathy Obear. Permission is granted to copy and use this material for educational and non-profit purposes only. This copyright statement and acknowledgement of authorship should remain intact on materials you copy from this website.