

Workshop

Instructor notes

Workshop Instructor Session Guide

Title

Welcome to your 'Session Guide' for The ... Workshop.

This short guide will help you to run this 60-minute module.

1. Your role

Your role is to make sure the group get the best learning experience from the module.

The module has been designed to make this as simple as possible for you.

2. Preparing to run the Workshop

The key to running a great module is to prepare well. Your preparation consists of:

- **Getting materials ready**

The PowerPoint presentation, participants' workbook, and feedback form

- **Familiarization with the module content**

To ensure you feel confident running this session, you need to walk through the module and materials prior to delivering it to your groups.

This will help you:

- Get familiar with the overall content and flow
- Check that the presentation runs correctly and the sound is working on your PC or Laptop
- Understand how the activities work and what materials you need to prepare

- **Making sure the technical equipment is running correctly**

The technical equipment you need to run the presentation is:

- 1 x PC or Laptop
- 1 x Projector and Screen

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In addition to the technical equipment you will also need a supply of pens for participants to use during the module.

- **Preparing your environment**

Prior to the delivery of the module, you will need to know:

- Which room you are delivering in
- How many attendees there are
- How you want to set up the room. A U-shape arrangement of chairs is the most effective set up. If possible, try to avoid the group sitting behind desks or tables

3. TIPS

Prepare! Prepare! Prepare!

Read through all the slides and materials several times before delivering the module. Make your own notes of any key messages or comments to help you.

Show energy and enthusiasm!

The group will enjoy the workshop so much more if you enjoy delivering it. Knowing the flow and content of the module will help you relax.

Preparation is the key to your confidence, your enjoyment and the overall success of the module.

4. Goals

By the end of this Workshop participants will have

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5. Pre-work

- Ideally participants would have taken the pre-workshop eLearning modules, though some may not

6. Post Work

- Following this workshop there will be some post-workshop eLearning for the participants to take
- This will be followed by periodic spaced repetition of content that will be sent to the participants vis mobile phone

7. Resources required

- PC
- PowerPoint deck
- Instructor session guide (this document)
- Pencils/pens for guests

8. Handouts /Takeaways

- Participants' Workbook

Title

Activities (colour coded)

- Questions, discussions and case studies – in blue
- Participants' activities and practical exercises – in red
- Trainer instructions – in purple

TIMETABLE

Time / Slide	Content / Relevance	Activities	Relevance
1 day before the seminar	Before the seminar the tutor should: <ul style="list-style-type: none">• Review the presentation deck and tutor notes• Add your picture to the deck		
60-15 minutes before the session Slide 1	<ul style="list-style-type: none">• Check room and functionality of PC	<ul style="list-style-type: none">• Check technical functionality: audio, video, etc.	

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<p>15-0 minutes before the session</p> <p>Slide 1</p>	<ul style="list-style-type: none"> Greet participants as they arrive, hand out name badges, workbooks, and pens. 	<ul style="list-style-type: none"> Hand out name badges, workbooks, and pens to guests 	<p>Orientation</p>
<p>Slide 2</p>	<p>Title:</p> <ul style="list-style-type: none"> Welcome participants to this workshop on ... Inform participants of the objectives and Learning Outcomes of this workshop 	<p>Learning Outcomes</p> <p>By the end of this Workshop you will have</p> <ul style="list-style-type: none"> 	
<p>3 mins (3)</p> <p>Slide 3</p>	<p>Introduction: Instructor Introductions</p> <ul style="list-style-type: none"> Introduce yourself and tell participants the workshop timings Go through the House Rules 	<ul style="list-style-type: none"> Greet guests warmly This is a 60-minute session If you have any questions please raise your hand at any point. <p>House Rules</p> <ul style="list-style-type: none"> Put mobile phones into silent Location of fire exits Breaks and lunch 	
<p>3 mins (6)</p> <p>Slide 4</p>	<p>Introduction</p> <p>Introduce the workshop</p> <ul style="list-style-type: none"> Guests expectations: 	<p>Group Discussion: Have guests share any expectations for this Workshop.</p>	

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	Ask guests: Do they have any specific expectations or personal objectives of this activity?		
Slide 5	Title: The Idea/concept		LO1:
10 mins (16) Slide 6	Activity 1: Whilst participants are engaged in the activity, go around the group providing encouragement and assistance.	Individual Activity: Have participants write in their workbooks. They have 5 minutes	LO1:
10 mins (26) Slide 7	Activity 1: Part 2 Now, Whilst guests are writing, go around group providing encouragement and assistance.	Individual Activity: Have guests modify in their workbooks. They have 5 minutes	LO1:
Slide 8	Title: Perspective		LO2:
5 mins (31) Slide 9	Point of view	Question to Group:	LO2:

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<p>12 mins (41) Slide 10</p>	<p>Activity 2: Whilst participants are engaged in activity, go around group providing encouragement and assistance.</p>	<p>Individual Activity: Have participants.... They have 10 minutes</p>	<p>LO2:</p>
<p>Slide 11</p>	<p>Title: ...</p>		<p>LO3:</p>
<p>3 mins (44) Slide 12</p>	<p>Content A</p>	<p>Activity in small groups:</p>	<p>LO3:</p>
<p>3 mins (47) Slide 13</p>	<p>Content B</p>	<p>Activity as one group:</p>	<p>LO3:</p>
<p>7 mins (54) Slide 14</p>	<p>Activity 3: ...</p>	<p>Individual Activity: Have participants review They have 5 minutes</p>	<p>LO3:</p>
<p>3 mins (57) Slide 15</p>	<p>Wrap-up/Recap/Summary and Key Takeaways</p> <ul style="list-style-type: none"> • 	<p>Revisit the learning outcomes to check embedding of learning.</p>	

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	<ul style="list-style-type: none"> • • • 	Run through an overview of the post-workshop work and where to find resources and support.	
3 mins (60) Slide 16	Q&A <ul style="list-style-type: none"> • Are there any outstanding questions? • Are there any other questions? 	Questions from Group	
3 mins (63) Slide 16	Review and next steps Ask guests: <ul style="list-style-type: none"> • Have guests' expectations been met? • Have aims been met? • Are there any outstanding questions? • Are there any other questions? <p>Ask guests to complete the feedback form. This will be used to inform the next session.</p>	<p>Have all questions been answered or addressed?</p> <p>Group Activity: Have participants complete the feedback forms.</p>	
Slide 17	Finish: End of workshop <p>Thank participants for their time today</p>		

Instructor's notes.