Workshop Planning template

Workflow

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

identify Workshop topics

Select a track to develop

Choose the delivery mode

Write workshop descriptions

post for registration & plan for feedback

Assign focus areas, skill levels, format

### Select a track to develop

DELTA currently has five tracks in development (listed below). Your institution may have different tracks of learning based on the needs of your faculty and staff.

* Teaching online
* Course design
* UDL/web accessibility
* Quality Matters (QM)
* Using multi-media

### 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 Teaching Online track, you may start with a training about getting started as a new online instructor. The next training may be about managing the online classroom 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: f2f (e.g. in a computer lab or classroom)

### 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
  + 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. If you use an event registration system that allows for tagging, you may want to tag each session according to its learning track (e.g. Teaching Online). 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 technology team to find out the capabilities of the even registration system at your institution.) 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 a tool such as Qualtrics or SurveyMonkey 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. Feel free to modify this template to suit your development needs.

|  |  |  |
| --- | --- | --- |
| **(Learning Track)** |  |  |
| Workshop title: | | |
| Learning outcomes: | | |
| Delivery mode: | | |
| Focus area: | | |
| Skill level: | | |
| Format: | | |
| Description: | | |
| *\*Below is where specific planning information for developer/facilitator use can be included.* | | |
| Workshop developers: | | |
| Workshop facilitators and guests: *(may want to have a backup facilitator in case of emergency)* | | |
| Materials: | | |
| Procedure: | | |
| Link to participant feedback survey: | | |