

Omiya: October

What makes a good workshop?

By Phil Brown & Colin Skeates

Presenters divided the workshop into three sections: goals and objectives, planning & framework, and pitfalls and practical suggestions. For goals and objectives, five important principles were listed: they should be (1) specific, (2) measurable, (3) achievable, (4) relevant, and (5) timed. Having learned each, participants had an opportunity to develop their own workshop focusing on these five factors, share their ideas and receive feedback.

To plan a better workshop, presenters introduced five guiding principles. They are: (1) task sequencing, (2) backwards planning, (3) learner types / preferences, (4) group dynamics, and lastly (5) performance.

Lastly, pitfalls and practical suggestions were explored. According Goodman (2005), the 'fatal five' errors are as follows: (1) reading the PowerPoint, (2) lack of clarity, (3) insufficient interaction, (4) lifeless presenter, and (5) room & technology problems. Preparation helps to address these situations. Specifically, conducting participants' needs analysis, having clear objectives & goals and providing effective handouts & visual aids lead to a successful workshop. Additionally, presenters are required to: (1) be on site early, (2) arouse participants' curiosity, (3) organize time (4) be flexible, and (5) reiterate messages. Also, video recording, reflecting on performance and learning from feedback are some effective means for future development.

Reference

Andy Goodman (2005):

http://www.comnetwork.org/downloads/krc/why_bad_presentations_happen_to.htm