

## Table “Awesome” or Table “Number #1”

### Preliminary Stages

- Needs assessment (who is your audience?)
- Resource assessment
- Determine if you are starting from scratch or there is previous existing workshops
  - o Is there feedback from past participants?
  - o Research on the topic/literature review
- Are you co-facilitating? Collaborating with other departments/people

### Step One

- Establish learning outcomes

### Step Two

- Sketch outline (align with outcomes)
  - o Determine teaching and learning activities
  - o What will participants do outside the workshop
  - o What will they create
  - o Meet with co-facilitators (if any)
  - o Divide responsibilities (if possible)
  - o Determine agenda/timeline
  - o Pre-assess participants

### Step Three

- Develop materials
  - o Advertise workshop
  - o A/V materials, handouts
- Make final changes depending on needs of group or other factors

### Final Steps

- Resources
  - o What materials/supplies to you need?
- Order the coffee; snacks
- Book room

### Day of Workshop

- Check room and A/V
- Setup

### Follow-up step

- Participant survey
- Debrief with colleagues