**Best Workshop Practices**

*This list was developed by teachers who have experience in leading EarthLabs module workshops.*

• Create a realistic plan that fits into the allotted time and make it work.

• Be well prepared to present. Know what you want to say and do, and how much time it will take.

• Know that the equipment you will use for labs works well. (Practice using it.)

• Be well-coordinated as a team:

\* Know who has the lead, who is supporting participants, who is keeping time, etc.

\* One person at a time has the lead, is presenting (no back-and-forth comments)

• Inform participants of the workshop goals; what we will and will not try to accomplish.

• Provide participants with an overview of the day.

• Provide an overview of the content: main content areas, key ideas

• Facilitate the establishment of small groups for support. (“Buddy system”, etc.)

• Know what time it is and stay on schedule.

• Be mindful of your pace; don’t speak so rapidly that participants can’t follow.

• Make it clear that you have experience implementing the module (“When we did this in class…”)

• Build in times for small group and large group discussions.

• provide support for large group discussions.

• Stay in touch with the participants. Check in with them frequently. Encourage questions.

Ask for their reactions, level of understanding, and comments.