Good Workshop Design

* Length of Time: Three hour workshops tend to be offered the most and attended the most at Sinclair Community College. Although we offer opportunities for six hour workshops, three hour workshops seem to be the best model for faculty at Sinclair. Also, if it is your first time offering a workshop, three hours seems easier to manage and deliver.
* Workshop description: Just like a course description, workshop descriptions are extremely important. The workshop description should include the learning objectives for the specific workshop. Other items to include: who might this workshop be best for (novice, experienced, etc), what items should someone bring to this session, and what might a person expect to learn.
* Workshop emphasis: Workshops that focus on pedgagocial strategies, curriculum planning, student issues, and/or topics related to student success and retention are encourage.. Be sure to include a bibliography of sources to support your workshop.
* Agenda: All workshops must have an agenda that should be shared with attendees within 24 hours of the workshop. The CTL staff will send you a list of participants and it is your responsibility to email workshop participants information about the workshop and the agenda within a 24 hour time frame.
* Facilitators: We recommend having more than one facilitator and encourage co-facilitiation as well as inter-discplinary workshops. Facilitators with different experiences and backgrounds are helpful to participants. Keep in mind that Co-facilitating requires a lot of pre-work and planning.
* Best Practice Workshop: Faculty attending workshops are just like students. They come to learn and lecturing for three hours is not recommend. Limiting talking heads and requiring some work time, group discussion, and/or activities is strongly encouraged. Avoid presenting “this is what I do in my classroom” and try to make materials generalizable. We do consider department specific workshops on request and do support these types of workshops. Please consult with CTL Director for these offerings. Workshops where faculty have time to engage with the materials and talk to one another as well as walk away with materials receive the best evaluations.
* Required Deliverable: Require workshop participants to “do” something in the workshop that they can use later. The best workshops require participants to do some pre-work before attending (reading for example) and require participants to complete an activity or planning sheet before they leave. For example, if you are doing a workshop on service learning, require faculty to develop a plan for a service learning project before they leave.
* Pre/Post Assesment: We are asking each workshop developer to pre and post assess faculty learning in the workshop and submit the materials along with workshop evaluation (provided by the CTL) at the conclusion of the workshop. The pre and post assesment could be as simple as a Multiple-Choice or True/False Quiz given at the beginning and end of the workshop. All workshops are required to have some type of pre and post assessment of learning. Should you need assistance with this please contact Kathy Rowell.
* Workshop materials: In the past, we often never received workshop materials from workshop organizers. In order to be compensated for workshop development and delivery as well as have future opportunities to present workshops, all workshop materials, handouts, pre-post assessment tools must be submitted to the Center for Teaching and Learning within 24 hours of workshop delivery. Of course, we would like materials earlier but will be working within the 24 hour time frame for the 2011-2012 year.
* Innovation and fun are always welcome: Touched by Hell’s Angel example

*Some of the material in this handout was adapted from ©2005 On-line Course Design Workshop and Tutorial developed by Dr. Barbara J. Tewksbury (Hamilton College) and Dr. R. Heather Macdonald (College of William and Mary) as part of the program* [*On the Cutting Edge*](http://serc.carleton.edu/NAGTWorkshops/)*, funded by NSF grant DUE-0127310.*