

## **GUIDELINES FOR WORKSHOP PRESENTERS\***

*The following guidelines reflect feedback received from thousands of participants from our past conferences.*

1. Active participation is consistently mentioned as being important, both for keeping participants engaged and interested, and for giving them tools to take home. Whenever possible, plan activities that give the participants opportunities to apply the materials. Also, be sure to allow ample time for questions and discussion.
2. Audio-visual aids should be easy to read, and available as handouts for participants to keep as references.
3. Lectures should be brief and interesting. Consider using a lecture/discussion and/or activity-oriented format instead of straight lecturing. A good rule of thumb is an hour of lecture and a half hour for discussion. Remember one of the purposes of attending conferences is to network and learn from one another. Allow time for open questions, comments and sharing. Allow five minutes at the end for attendees to complete their evaluations.
4. Consider beginning the presentation with lead questions, an activity, or a structured exercise designed to stimulate interest in the topic. A brief brain storming activity in which you ask participants to write two or three ideas or concerns often works well.
5. Leave time for closing the session; briefly summarizing the main points presented, have participants complete evaluation forms, and explain any handouts not previously discussed.
6. Consider providing participants with an action planning form - this helps to transfer the learning back to the job setting.
7. Remember that participants are making the choice to attend your workshop based on the brochure description. Please make every attempt to match the description to the actual presentation.

\*Adapted from *Effective Supervisory Practice Course II* by Floyd J. Alwon, Ed.D.