WORKSHOP MASTERY Secrets

How To Run A Successful Training Workshop

Terms and Conditions

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Foreword

Workshops are amazing for brainstorming, interactive learning, building relationships and problem solving. To reap the rewards from a workshop it is crucial that it is well planned. Get the info here..

Workshop Mastery Secrets
How To Run A Successful Training Workshop

Chapter 1:

Workshop Basics

Synopsis

Prior to the workshop it is essential that the organization have a clear goal - is the workshop being run as a team building exercise or a training activity? Decisions have to then be made as to who will attend. Knowing precisely who will attend directly relates to the objective.

Intro

To be successful the choice of the location for the workshop must be correct. The size of the group attending will determine the sort of facility to be looked for.

Thought needs to go to the logistics and practical details of the workshop like the visibility of any visual aids and whether or not the location can support any technology that could have to be used.

Consideration needs to be given to organizing accommodations for individuals attending from afar, the catering facilities offered and if the venue has appropriate spaces available for breakout sessions.

Once the primary objective and attendees have been ascertained it will be essential to develop outlines of how to accomplish the workshop goal.

Thought has to be put into the main points to discuss and then each major point broken down into details and the visual aids listed that will be necessary for each point.

Consideration then has to be given to which discussion points will be raised when and which activities will be held when and how much time will be allocated to each.

The only way to determine how successful the workshop was is to have a feedback plan. A questionnaire must be devised to give to all

participants and there needs to be time to share their feelings on how well it went.

Getting everybody involved is the key to success. Everybody needs to participate and keeping groups little will help individuals to be able to contribute better.

Measured planning and attention to detail will ensure workshop success.

Chapter 2:

Define Goals

Synopsis

Workshops have to be valuable experiences for everybody who attends. A lot of workshops are a waste of time because there's no clear goal kept at the centre of discussion and attendees come away from the workshop questioning what it was all about or what its purpose was. Without this clear goal there's no real point in getting individuals together to attend a workshop.

What Are The Goals

Each workshop has to have a clearly defined goal. The goal is the desired outcome that the organization envisions, plans and commits to achieve. The reasons behind organizing a workshop might be many and various.

It might be that an organization wants to focus on its recruitment procedure. Other businesses might need to undertake some team building activities for newly formed teams. Another reason could be to teach better organizational skills to a section of the staff.

The workshop organizer has to define the workshop goals that represent the intended outcomes of the workshop and are aligned to the participant's needs and interests.

It is important to define at least two goals; one goal that focuses on the workshop content and one goal that focuses on taking actions. Coupled with this it is important to identify objectives for each session of the workshop, the objectives being the steps leading to accomplishing goals.

Thought has to be given to what it is the organization wants the participants to know at the end of the session. Once that is known it is possible to form well constructed goals.

With well defined goals the presenter of the workshop may organize appropriate challenges for the participants, challenges that will direct and motivate their learning.

It is crucial to remember that the work shop goals are not the same as the workshop objectives. The objectives are the steps to accomplishing the workshop goals.

Each element of the workshop is an objective aimed at accomplishing the workshop goals. A workshop with clearly defined goals is on track to being successful.

Chapter 3:

Determine Attendees And Location

Synopsis

Once an organization has established that it needs to organize a workshop there has to be time allocated to establishing the precise reason why it is felt that a workshop is necessary..

Planning

Thought has to be given to what has to be developed within an organization or what needs to be addressed and improved. When that has been ascertained it's possible to give consideration to which personnel ought to attend the workshop in order to benefit from it.

If the proposed number of workshop attendees has been established then the next item to be addressed is the location of the venue for the workshop.

Personnel ought to only attend workshops that are relevant to them and the work that they're doing. Nothing will be gained by issuing blanket attendance request to task specific or skill specific workshops.

Staff whose sphere of interest isn't part of the proposed workshop parameters will only become bored and dissatisfied and not only that they have been removed from their work station and production will suffer by their absence from work to attend a meaningless workshop.

From time to time there will be particular workshops that are pertinent to all staff members but commonly that is not the case.

Once the total number of attendees of a proposed workshop has been determined then it's possible to give consideration to finding an appropriate venue.

Somewhere will have to be found that will accommodate all attendees in an acceptable manner. The size of the venue is crucial for whilst too small a venue will obviously be unsuitable so too will be too large a space.

As most workshops incorporate sessions involving group work the proposed venue has to be able to have spaces where groups could adjourn to. Thought will have to be given to how suitable or otherwise a venue will be to supporting essential technology for the workshop.

Consideration will have to be given to basic logistics like accessibility to the venue and car parking, along with provision for such basics as food and beverages and sufficient bathroom facilities for the number of attendees.

Chapter 4:

Create Agenda And Follow Up Plan

Synopsis

Organizing a successful workshop takes a good deal of really careful planning and a considerable amount of time. Whilst all personnel are busy and it could seem that the workshop is detracting from productivity, nothing could be further from the truth.

The Agenda

A successful workshop ought to lead to bettered morale and production and the raising of skill and performance levels. Failure to plan for success will mean the loss of potential.

Having established the significance of there being a workshop and establishing its goal the workshop organizer has to give careful attention to the formulation of an agenda and a follow up plan.

Recognizing the goal of the workshop the organizer needs to develop a list of discussion subjects for the workshop. They ought to be sequenced in a logical way and ranked in significance. Points to come from the discussion topics can then be formulated.

The next consideration is working out the time allocation for every point. This is critical so that any supporting visual aid material may be sought and researched to ensure that it can fit into the allocated time slot.

Thought will have to be given to allowing time at the beginning for ice breakers and time given at the end to receive feedback from the attendees.

Bearing all those points in mind an agenda covering all realms for development ought to then be drawn up ensuring that the workshop may fit into its allocated time slot.

It is not possible to assess how successful or otherwise any workshop has been unless there has been feedback from the workshop

attendees. Bearing that point in mind the workshop organizer has to formulate a follow up plan.

This normally consists of a questionnaire to determine the value of the workshop to the attendees. Time needs to be allowed so that attendees may voice their opinions about the workshop and how effective or otherwise it could have been.

Assessments of staff performance later will also indicate how valuable the workshop had been.
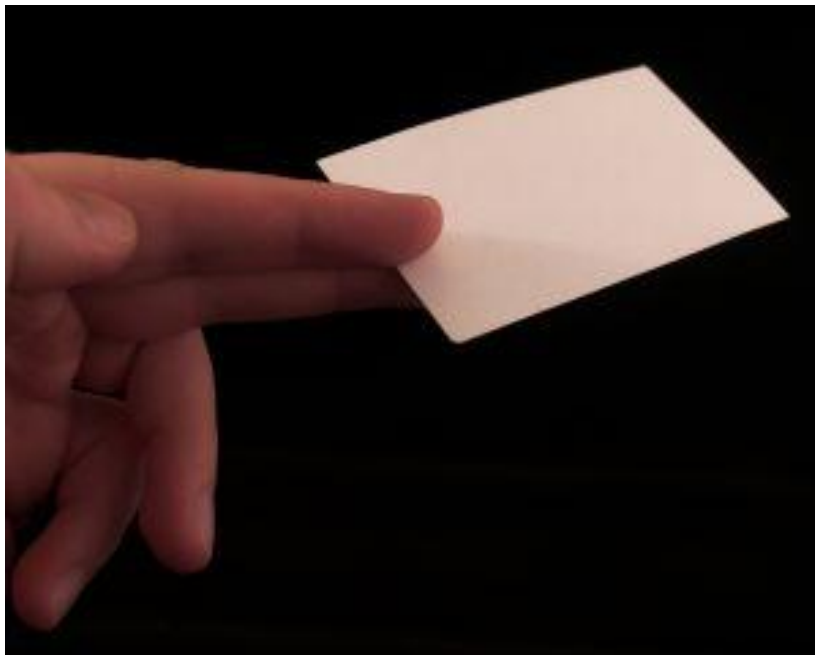
Chapter 5:

Get People Involved During The Workshop

Synopsis

In order for a workshop to be successful there has to have been opportunity for the all attendees to have participated in an interactive way. If this doesn't occur then there has not been a workshop organized at all and the attendees have been at a lecture.

Getting People Involved

Whilst some staff might gain from being in a lecture situation there's a very good chance that other people will day dream, doodle, text or in other ways fail to be alert and receptive to the goal of the workshop.

So the underlying job for all workshop organizers is to plan for them to be interactive. Because unless all attendees gain from the workshop then the workshop has been a disservice to the organization as valuable production and service time will have been lost.

Some staff will attend and take part in workshops willingly whilst other people are intimidated and uncomfortable in workshop settings. It's the role of the workshop organizer to come up with ideas and ways to put this latter group at ease so that they may participate well.

One really common technique that works well to put individuals at ease with one another is the employment of icebreakers at the beginning of the session. The funny and non challenging activities typically manage to get staff to relax and to feel more comfortable being with one another.

It is a great idea to ensure that all group work is organized into small groups. Big groups may be threatening to certain staff members and some will not contribute well in such settings. Making the groups littler encourages the shy members to participate.

Another way of ensuring that individuals remain involved and are actively participating in the workshop is to allocate particular tasks to each group member.

Such tasks could include recorder, time keeper, reporter etc. The organizer should arrange to ensure that all groups get a chance to report to the entire workshop. The organizer ought to likewise indicate that they value receiving the ideas and thoughts of the attendees.

Chapter 6:

Let Your Creativity Shine

Synopsis

Nowhere is it stipulated that workshops have to be conducted in a particular way although most often are. Workshops are an extremely flexible and effective technique for training, learning, developing, changing methodology, tem building, problem solving and virtually any organizational challenges.

Be Creative

It is possible for an organizer to run a workshop anyway they wish. The options are as wide as the organizer's imagination. The incorporation of different activities, materials and challenges may help to increase variety and to maintain interest and involvement.

Attendees may be more readily engaged if the organizer contacts the attendees before the workshop to assess what their needs are.

Organizers and presenters ought to try to tailor the content and structure of the workshop for the particular situation and not simply use the shelf formats.

Unless there's a good reason for using laptops and projectors delegates ought to use flip chart paper and colored maker pens and hang the sheets around the walls. This enables the attendees to be more dynamic and creative than modern technology media does.

Organizers ought to encourage people to utilize creative methods that are appropriate for their personal style and their learning style. Visual, spatial, creative individuals enjoy working with flip charts, colors and post it notes etc.

Individuals centered individuals and teams enjoy human interaction involving role plays, discussions, and mutual interviews. Logical,

numerate and process oriented individuals are happier working with more structured planning tools and computers.

Considering the needs of the attendees and being creative will greatly assist workshop success.

Wrapping Up

Workshop organizers will be faced with having to deal with attendees who have participated in workshops previously. Indeed a few seasoned staff members will no doubt have had to attend numerous workshops and could even be quite negative attending a workshop.

Staff attitudes are known and it is up to the workshop organizer and presenter to come up challenges and to ring he changes to ensure that all attendees have a favorable experience at the workshop and gain from it and that as such the workshop is successful.