

10 Steps for Preparing Your Workshop

The more prepared you are, the better you will train and the more trust you will gain from your learners. Here are 10 steps to help you to this:

- Step 1 **Decide on date(s) and locations involved in the program.** It is often best planned many months in advance so this is not a concern and you know that space you will be using.
- Step 2 **Decide who will teach the group.** Ideally, it is good to know who will teach the workshops at least one month in advance. It is important to intentionally match a trainer(s) with the group. Things that may be important to consider include: expertise, gender, and relationship with the group.
- Step 3 **Meet with your co-trainer.** A few weeks before the workshop, you should meet with your co-trainer to plan your workshop. You will need to decide who will teach which sections, what the timing will be, how you will support each other, and who is responsible for collecting and preparing the materials.
- Step 4 **Find out information about your group.** A few weeks before the workshop, you and your co-trainer should work to find out as much as you can about the group and individuals. This can be done in a variety of ways using an on-line survey, phone calls, or email correspondence. This will help you make important small changes to your workshop design.
- Step 5 **Review your workshop and resources.** A few weeks before the workshop, you should thoroughly review the session(s) you will teach and all necessary resources. You need to feel confident and comfortable with what and how you will teach.
- Step 6 **Confirm the time, place, and group.** One week before your workshop, you should check that nothing has changed in who is coming, where it will be and when you will train the students.
- Step 7 **Prepare your materials.** 1-2 days before your workshop, you need to look over your preparation lists and gather all your materials.
- Step 8 **Set up the room.** The day of your workshop, you should prepare your room for all the activities you are planning to have.



Step 9 **Arrive early.** You want to arrive 1 hour before the workshop. One way to demonstrate respect is to be prepared and demonstrate the preparation. If you need to set up the room right before the workshop, you may need more time.

After the course

Step 10 **Feedback.** Collect the feedback forms (if completed after the course) and give them to the program coordinator. Also, a final report should be written for the learners (short and relevant material) and the client/organizers (short with an overview of the work and recommendations for next steps).