



Tips for Workshop Facilitators¹

Thank you for being a workshop facilitator! You have been asked to come to this event because you have something to teach us, and we are eager to learn. To help maximize your time, here are some tips for success. Your workshop is 40 minutes in length.

1. **Greet people as they enter.** Participants in your workshop may feel uncertain about the topic, room or you. A warm welcome and reassurance that they are in the right place, can help them enter more easily and participate more freely.
2. **Start with the WHY.** Rooting your workshop in *why it is important* and why you are passionate about it, will help participants get excited and interested. Why is your workshop important in the day and why should we be here?
3. **Use a warm-up.** It takes a while for participants to get ready to learn. A warm-up can help everyone connect the new content/topic with what they already know. It will ensure they are ready and eager to receive what you have to offer.
4. **Be prepared.** Having all your supplies, visuals and room ready to receive your participants is a sign of *respect* – you care so much, you took time to get it ready in advance. Being prepared will also give you time to warmly greet everyone and help you feel calm, collected and confident before starting.
5. **Use visuals.** Some learners need to SEE information to understand it. Using a few (!) PowerPoint slides, a flip chart, poster, handout or other learning aids can help. All learners want to have the new information *in hand* to reference and take home.
6. **Invite engagement.** *Learning is in the doing*, so ensure there is time to practice, test, discuss, debate or try out what you are teaching.
7. **Use open questions.** Dialogue about the new content you are teaching is critical, and open questions can help. Ask a question and then wait, ideas will come.
8. **Affirm all answers.** Affirmation is like oxygen. When participants are nervous or uncertain about what they are sharing, a simple “Thank you” can go a long way.
9. **End with a take-away.** Take the last few minutes to invite everyone to consider what they learned with you and how it may fit in their life. What do they want to move forward or share with someone else?

¹ Adapted with permission from Global Learning Partners www.globallearningpartners.com