

Four Part Process to create Exceptional Workshops

This is a comprehensive guide to designing and running your own exceptional workshop. My 25 plus years of workshop experience has been consolidated into a four-part process.

1. Workshop basics

- Purpose, Objectives & Outcomes
- Your Venue & requirements
- Workshop materials, preparation and communications

2. Workshop flow

- Key content, order & timing
- Understanding the flow of your workshop
- Introduction and workshop set-up
- Workshop Plan Template

3. Creating & maintaining engagement

- Checklist to create & maintain engagement
- Tips for working with different sized groups
- Techniques to create engagement
- Options to present information
- Working with introverts & extroverts

4. Growing your facilitation skills

- Maintaining your energy levels
- Creating empowering mindsets
- Setting your intention
- Staying on time – being flexibly inflexible
- Co-facilitation
- Using flipcharts or whiteboards