

# How to Develop a Workshop and Presentation Tips

**Purpose:** To prepare you to develop your own workshop and present effectively.

**Objectives:** This workshop will give you the tools to effectively:

- develop a workshop idea
- navigate the logistics of running a workshop
- present effectively

**Benefits:** Participation in this workshop will help you to:

- create a workshop from scratch
- build confidence in your presentation skills

**Supplies:**

- Chalk/White Board
- Extra pencils/pens
- “Workshop Goal” worksheet
- “Action Verbs” handout
- “Creating an Agenda” worksheet
- “Planning Logistics” worksheet
- “Tips on Presenting” handout
- “Presentation Style Feedback Form” worksheet

## **Part 1 (10 min): Introduction to the Workshop**

1. Introduce yourself.
2. Review the “Purpose, Objectives and Benefits” (POB).
3. Icebreaker: Have the participants’ pair up in groups of 3.
4. On the board write the statement/question, “Tell me about a time you had to present. Were you prepared? Do you think you did well?”
5. Have the participants go around the group and share their presentation stories.
6. Give each participant 3 minutes; call out when it is time to switch.
7. Have the participants stay in the group for the remainder of the workshop.
8. Ask the participants if anything interesting came up during their conversations.
9. Have 2-3 participants share back.
10. Explain to the participants that the reason for sharing stories with each other is to get them thinking about what works and what can be improved when presenting.

## **Part 2 (10 min): Workshop Goal- Developing the “Purpose, Objectives and Benefits statement.”**

1. Tell the participants to think about a workshop/presentation topic that they would like to create. Let them know that which ever workshop/presentation topic they pick is the one they will be developing during this workshop.
2. Distribute the “Workshop Goal” worksheet and “Action Verbs” handout.
3. Complete the worksheet with the participants step-by-step. Read the question/statement out loud and have the participants answer the question on the worksheet. (Let the participants know that the “Action Verbs” handout is meant to help them create the POB statement.) Worksheet questions:
  - What is your topic?
  - Who is your audience?
  - What is the purpose? What do you want people to learn?

- What are the objectives?
- What are the benefits?
- Create a POB statement

**Part 3 (10 min): Creating an Agenda**

1. Distribute the “Creating an Agenda” worksheet.
2. Complete the worksheet with the participants step-by-step. Read the question/statement out loud and have the participants answer the question on the worksheet. Worksheet questions:
  - Based on your POB statement, what topics do you have to cover?
  - Who is your audience?
  - How much time do you have?
  - What type of activities would you like to include?
  - Anticipate Questions.
  - Evaluation/Feedback
  - Creating an Issues Bin/Parking Lot

**Part 4 (5 min): Planning the Logistics**

1. Distribute the “Planning Logistics” worksheet.
2. Complete the worksheet with the participants step-by-step. Read the question/statement out loud and have the participants answer the question on the worksheet. Worksheet questions:
  - Location?
  - Budget?
  - Equipment needed?
  - Supplies needed?
  - Set-up and clean up time.
  - Guest presenter/speaker.

**Part 5 (20 min): Presenting Tips Group Activity**

1. In their groups have the participants present their newly developed workshop to each other.
2. Explain that as one of them presents the others will be “observers.”
3. Have the “observers” complete the “Presentation Style Feedback Form” worksheet during the presentation.
4. After the participant is done presenting, the “observers” should give their “Presentation Style Feedback Form” to the presenter.
5. Make sure all the participants have a turn.
6. When the groups are done presenting; distribute the “Tips on Presenting” handout to the participants and review it with them.
7. Explain to the participants that when it comes to workshops and presenting there is always room for improvement and that they will eventually find the style of presenting that they are most comfortable with.

**Part 6 (5 min): Workshop Debrief**

1. Relevant Questions:
  - What would you do differently the next time you present or develop a workshop?
  - What did you learn about your style of presenting?

- What do you feel was the most important thing you learned from today's workshop?
2. Remind the participants that this workshop was intended to help them develop their own workshop from scratch and to help them build confidence in their presentation skills.
  3. Have a quick Q&A.
  4. Thank you!

# Workshop Goal

Developing the “Purpose, Objectives and Benefits” (POB) statement  
Answer the following questions to begin developing your workshop.  
Remember to write from your audiences’ point of view.

1. What is your topic?
2. Who is your audience?
3. What is the PURPOSE? (Why are you conducting this workshop? What do you want people to learn? What is the main goal?)  
To...

4. What are the OBJECTIVES? (What will the audience be able to *do/know* at the end of the workshop? Write this from the learner’s point of view. Try starting with an action verb.)

Participation in the session will...

5. What are the BENEFITS?

6. Create a POB statement

Purpose:

Objectives:

Benefits:

**Example:**

Purpose: To prepare you to develop your own workshop and present effectively.

Objectives: This workshop will give you the tools to effectively:

- develop a workshop idea.
- navigate the logistics of running a workshop.
- present effectively.

Benefits: Participation in this workshop will help you to:

- create a workshop from scratch.
- build confidence in your presentation skills.

## Action Verbs

<b>Knowledge</b>	Define State List Name	Write Recall Recognize Label	Underline Select Reproduce Measure	Relate Repeat Describe Memorize
<b>Comprehension</b>	Identify Justify Select Indicate	Illustrate Represent Name Formulate	Explain Judge Contrast Translate	Classify Discuss Compare Express
<b>Application</b>	Predict Select Explain Find	Choose Assess Show Perform	Construct Find Use Practice	Apply Operate Demonstrate Illustrate
<b>Analysis</b>	Analyze Identify Conclude Criticize	Select Separate Compare Examine	Justify Resolve Contrast Distinguish	Appraise Question Break down Differentiate
<b>Synthesis</b>	Combine Argue Select Compose	Restate Discuss Relate Manage	Summarize Organize Generalize Plan	Compile Derive Conclude Design
<b>Evaluation</b>	Judge Support Identify Attach	Evaluate Defend Avoid Rate	Determine Attack Select Assess	Recognize Criticize Choose Value
<b>Skills</b>	Grasp Operate Bend Act	Handle Reach Turn Shorten	Move Relax Rotate Stretch	Position Tighten Start Perform
<b>Attitudes</b>	Accept Challenge Judge Praise	Value Select Question Attempt	Listen Favor Dispute Volunteer	Like Receive Reject Decide

# Creating an Agenda

Answer the following questions to develop your workshop agenda.

1. Based on your POB statement, what topics do you have to cover?
2. Who is your audience? (Middle School Students, High School Students, Parents, Athletes)
3. How much time do you have?
4. What type of activities would you like to include? (Visual Learners, Kinetic Learners, Auditory Learners)
5. Anticipating Questions. (Who are you? Who is the group? Where is the bathroom? POB statement.)
6. Evaluation/Feedback. (How are you asking for feedback? What questions do you want people to answer?)
7. Creating an Issues Bin/Parking Lot (This is as simple as writing “Issues Bin” or “Parking Lot” on a board or flip chart paper. This is a way of addressing questions/issues that come up during the workshop without having to answer them at that time.)

# Planning Logistics

Answer the following questions to ensure you have all the necessary materials for your workshop.

1. **Location:** Where are you holding the workshop? Is there access to a bathroom? Who is opening the facility for you?
2. **Budget:** How much money do you have? Where/how do you want to spend the money? Who will manage the budget (money)?
3. **Equipment needed:** Do you need a projector? Overhead? Microphone? Laptop? Where are you getting the equipment? Do you need to make reservations? Who will make the reservations? When do you need to pick up the equipment? Who will pick up the equipment? Do you know how to set everything up? Who will set things up?
4. **Supplies needed:** What do you need? Copies, flip chart paper, chalk/white board, pens, markers, note cards, “Issues Bin” water etc. Who will get the supplies together?
5. **Set-up and clean up time:** Make sure to reserve the room with enough time to set-up and clean-up for the workshop. Take into account that some people may stay behind to ask questions. Who will set-up and clean-up?
6. **Guest presenter/ speaker:** If part of your workshop is having a guest speaker/ presenter, take into consideration their needs (supplies, equipment)?

# Presentation Style Feedback Form

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Name of the Presenter: \_\_\_\_\_

The Presenter (s):	Circle One	
introduced him/herself and the topic (POB statement )	Yes	No
was organized and prepared	Yes	No
gave concise information	Yes	No
demonstrated confidence in his/her body language	Yes	No
fidgedet and seemed nervous	Yes	No
answered questions completely	Yes	No
rambled on without ever really answering a question	Yes	No
used techniques that involve different kinds of learners	Yes	No

Describe what the presenter did that was particularly impressive:

Suggestions for improvement, if any:

# Tips on Presenting

1. Practice!!
2. Be ready to start on time.
3. Organize: Have all your materials (copies, pens, power point) ready to start presenting. (Try to avoid looking for anything during the presentation)
4. Visualize: Be confident and focus on relaxing.
5. Introduce yourself: Who are you? Why are you qualified to conduct this workshop? What experience do you have?
6. Listen to your audience
7. Wear appropriate comfortable clothing. Take into consideration who your audience is: peers, younger students, and/or teachers.
8. Be aware of your body language: Breathe, don't fidget, make eye contact, project your voice, and move.
9. Issues Bin: If a question comes up that you don't know how to answer or will entice a more lengthy conversation, place the question into the "issues bin." These questions can be addressed at the end of the presentation or via e-mail.
10. Think about ways to recapture your audience if their attention strays. For example: stand next to them, ask them a question, or tell everyone to stand up and stretch for a minute.