Components of a "Generic" Workshop Outline

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1. Introduction
   a. Welcome: title of seminar
   b. Introduce facilitator(s): establish credibility
      - why presenting this workshop
      - background / experience with the topic
   c. Introduce participants
   d. Needs assessment
      - skill level
      - experience with topic
      - expectations for seminar / presenter(s)
   e. Icebreaker/team-builder: warm-up activity
   f. Motivation grabber
   g. Goals of session
   h. Expectations of participants: ground rules
   i. Agenda / format / time line

2. Body of Workshop
   a. Overview of skills / knowledge / attitudes
   b. Participants experience knowledge / skills / attitudes
   c. "Process" / analyze activity
   d. Develop principles / generalizations
e. Apply new learning on a personal level: practice

f. Apply new learning in other situations

g. Personal goal setting: what do participants want to
   • remember
   • keep learning
   • change
   • teach others about
   • try to help others change

h. Give "homework": how can participants keep learning and growing

**Conclusion**

a. Review / summarize major points

b. Bring closure to the seminar

c. Give a motivational "pep-talk"

d. End on a positive note

e. Gather evaluative feedback

f. Thank the participants

g. Stay around for questions from participants

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