
FRONT COVER:

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Table Of Contents

Foreword

Chapter 1:

Workshop Basics

Chapter 2:

Define Goals

Chapter 3:

Determine Attendees And Location

Chapter 4:

Create Agenda And Follow Up Plan

Chapter 5:

Get People Involved During The Workshop

Chapter 6:

Let Your Creativity Shine

Wrapping Up

Foreword

Workshops are great for brainstorming, interactive learning, building relationships and problem solving. To reap the rewards from a workshop it is important that it is well planned. Get the info here.



Workshop Mastery Secrets

How To Run A Successful Training Workshop

Chapter 1:

Workshop Basics

Synopsis

Before the workshop it is necessary that the organization have a clear goal – is the workshop being run as a team building exercise or a training activity? Decisions must then be made as to who will attend. Knowing exactly who will attend directly relates to the objective.



The Basics

To be successful the choice of the location for the workshop must be right. The size of the group attending will determine the type of facility to be looked for.

Thought needs to go to the logistics and practical details of the workshop such as the visibility of any visual aids and whether or not the location can support any technology that might have to be used.

Consideration needs to be given to organizing accommodation for people attending from afar, the catering facilities provided and if the venue has appropriate spaces available for breakout sessions.

Once the primary objective and attendees have been ascertained it will be necessary to develop outlines of how to achieve the workshop goal.

Thought has to be put into the main points to discuss and then each major point broken down into details and the visual aids listed that will be needed for each point.

Consideration then has to be given to which discussion points will be raised when and which activities will be held when and how much time will be allocated to each.

The only way to determine how successful the workshop was is to have a feedback plan. A questionnaire must be devised to give to all

participants and there needs to be time to share their opinions on how well it went.

Getting everyone involved is the key to success. Everyone needs to participate and keeping groups small will help people to be able to contribute better.

Careful planning and attention to detail will ensure workshop success.



Chapter 2:

Define Goals

Synopsis

Workshops need to be valuable experiences for everyone who attends. Many workshops are a waste of time because there is no clear goal kept at the centre of discussion and attendees come away from the workshop wondering what it was all about or what its purpose was. Without this clear goal there is no real point in getting people together to attend a workshop.



What Do You Want To Accomplish

Every workshop must have a clearly defined goal. The goal is the desired result that the organization envisions, plans and commits to achieve. The reasons behind organizing a workshop may be many and various.

It may be that an organization wants to focus on its recruitment procedure. Other businesses may need to undertake some team building activities for newly formed teams. Another reason could be to teach better organizational skills to a section of the staff.

The workshop organizer has to define the workshop goals that represent the intended outcomes of the workshop and are aligned to the participant's needs and interests.

It is important to define at least two goals; one goal that focuses on the workshop content and one goal that focuses on taking actions. Coupled with this it is important to identify objectives for each session of the workshop, the objectives being the steps leading to achieving goals.

Thought must be given to what it is the organization wants the participants to know at the end of the session. Once that is known it is possible to form well constructed goals.

With well defined goals the presenter of the workshop can organize appropriate challenges for the participants, challenges that will direct and motivate their learning.

It is important to remember that the work shop goals are not the same as the workshop objectives. The objectives are the steps to achieving the workshop goals.

Each element of the workshop is an objective aimed at achieving the workshop goals. A workshop with clearly defined goals is on track to being successful.



Chapter 3:

Determine Attendees And Location

Synopsis

Once an organization has established that it needs to organize a workshop there has to be time allocated to establishing the exact reason why it is felt that a workshop is necessary.



The Plan

Thought has to be given to what needs to be developed within an organization or what needs to be addressed and improved. Once that has been ascertained it is possible to give consideration to which personnel ought to attend the workshop in order to benefit from it.

When the proposed number of workshop attendees has been established then the next item to be addressed is the location of the venue for the workshop.

Personnel should only attend workshops that are relevant to them and the work that they are doing. Nothing will be gained by issuing blanket attendance request to task specific or skill specific workshops.

Staff whose sphere of interest is not part of the proposed workshop parameters will only become bored and dissatisfied and not only that they have been removed from their work station and production will suffer by their absence from work to attend a meaningless workshop.

From time to time there will be certain workshops that are pertinent to all staff members but usually that is not the case.

Once the total number of attendees of a proposed workshop has been determined then it is possible to give consideration to finding a suitable venue.

Somewhere will have to be found that will accommodate all attendees in a satisfactory manner. The size of the venue is important for whilst too small a venue will obviously be unsuitable so till will be too large a space.

As most workshops incorporate sessions involving group work the proposed venue has to be able to have spaces where groups can adjourn to. Thought will have to be given to how suitable or otherwise a venue will be to supporting necessary technology for the workshop.

Consideration will have to be given to basic logistics such as accessibility to the venue and car parking, along with provision for such basics as food and beverages and sufficient bathroom facilities for the number of attendees.



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