



Facilitating a Workshop at SLC

A Guide for Workshop Presenters

Thank you for being willing to facilitate a workshop at SLC! Workshops form an integral part of the SLC program by providing an opportunity for participants to dig deeper into issues that are relevant to them, while building connections with their peers and an experienced adult. Here are a few suggestions and strategies for planning your workshop that come from feedback received from students in previous years.

1) *Less is more!*

Don't overload your session with content. One hour passes very quickly! Workshops that run out of time or leave participants feeling overwhelmed with information are not as satisfying as ones that focus on a clearly defined topic and include time for processing and exploration of ideas. Make sure the application of the information you are presenting to leadership is clear and prominent.

This also applies to the number of students in your workshop. Don't allow so many students into the room that the space becomes ineffective for workshop activities. Once the room is at capacity, place the polite notice that ACSI Europe will provide you on the door that invites students to choose a different workshop. Trust God that He will bring the students that He wants into your workshop.

2) *Provide a workshop title that clearly identifies the topic you intend to address.*

It is disappointing for students to select a workshop based on the title and brief description, thinking it will be relevant to them, only to discover during the workshop that the topic is something different to what they expected. We cannot avoid all misunderstandings, but keeping your topic clear and focused will help minimize this. It will also help you in your preparation and delivery of your workshop.

3) *Plan for focused interaction.*

How you present your workshop is as important as the content. Participants will experience the "lecture" format of learning during the plenary sessions. Workshops provide a wonderful opportunity for a different style of learning. Why not try...

- A role play activity.
- Small group discussion, followed by reporting back of ideas to the whole group.
- Brainstorming an idea or a question on large sheets of paper or a flip chart.
- Creative expression/response.

4) *See your role as an experienced guide, not an expert.*

While you are offering your workshop topic because it is an area that you have expertise in, it is possible that the students who participate in your workshop will have some knowledge, experience or perspective on the topic that you have not considered before. Welcome this opportunity to learn with and from them, and to build relationships.

5) *Be flexible and have a "plan B".*

Sometimes things just don't go according to plan! You may have less students come to your workshop than you expected, or you may have more. The room may be a wonderful space for your planned activities... or it may not. The technology might work... or it might not. Best to have a few ideas ready to implement if something isn't the way you had expected it to be.