



WORKSHOP AND MEETING SKILLS

Making learning stick

Designing and delivering a great workshop

As your organisation grows, simply providing ad hoc training for individuals might not be sufficient. You may need to plan, organise and deliver workshops that will help your staff meet business objectives. This course will help you to design a workshop and teach it effectively.

Who is the workshop for?

Anyone involved in designing or teaching in-house training sessions and workshops.

What can I learn?

- Find out how to design a new workshop: setting objectives, structuring the course, selecting the best approach, writing content.
- Learn what to consider when designing a session to a specific length, whether it's an hour, a day or a week long – or anything in between.
- Pick up valuable guidelines on how to be a clear and credible instructor: how to present information, lead discussions, set up and run activities, give feedback.
- Gain new ideas for icebreakers and energisers.
- Learn how and when to evaluate the effectiveness of training.

What can I expect?

You will be actively involved during this course! Bring an idea for a workshop or training session you need to develop, and we will work on it together, using ideas discussed as part of the course. You will have an opportunity to have a go at teaching the group and to self-critique your own skills on video. Individual follow-up with your instructor after the course will support you in developing your skills.