

In a well facilitated workshop, what are observable qualities and actions of time management?

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Honor the time of the audience and what's been prepared.

Before the workshop:

- Be available if appropriate to give an informal welcome.
- Gather details from the setting/people around you to weave into your topic.

Inviting and brief beginning:

- First Impressions Last:
Posture, Confidence, Dress
- Preparation
 - A. Be ready to start on time.
 - B. Post agenda
- Invitation
 - A. Invite people to take breaks, get food any time
 - B. Announce beforehand the time structure and whether or not there is flexibility "I am here to serve your needs," or "I can stay at the end to answer questions."
- Introduction
 - A. Present your introduction with respect to audience and purpose.
 - B. People remember very little of an introduction.
- Jump right into an activity

During the body of the workshop:

- Balance media and paces
 - A. If lots of information, let people take 1 minute to summarize what has just happened with a partner.
- Allow adequate break time
- "Accelerate learning," -- get people to stay on track
 - A. Use peer-pressure/group work to your advantage (triads often better than pairs)
 - B. Bridging -- "When we return from this break..." "We've just... and now..."
 - C. Backtrack -- review
 - D. Underload -- return to few points rather than adding new
 - 1. key words are useful (especially posted)
 - E. Write down directions on handouts to save time.
- Send the message that you are aware of and in control of time.
 - A. Acknowledge audience through word choice and action.

"I have planned 10 minutes... however..."

B. Refer positively to what you've done

"We've covered a lot..."

C. Acknowledge different types of thinkers: task masters and divergent thinkers

Closing:

Cognitive Summary

Affective piece – inspire

Evaluations

Handout

End early

A Quality Workshop is like:

- a tall ladder leaned securely against the side of a tree. When we go to the workshop we want the food of an apple, but what's important is we are left with a core.
 - a sunny day after a week of rain
 - Spring after a long winter, something you welcome. A clear Spring day.
- a good meal -- satisfying, appealing to all senses, seems simple but has lots of care and wholesome, measured ingredients.