



Workshop Title:	In general, what is the workshop about?		
School:		Date/Time:	Include the duration of the workshop
Objectives:	As when creating a lesson plan, list the specific skills teachers will gain in the workshop. It is helpful to phrase them like “Teachers will be able to...” The verbs used are important and during the workshop connections should point back to the objectives to ensure all have been met.		
Pre-requisites:	List anything that the teachers need to do ahead of the workshop. Do they need to fill out a survey or gather information before the start of the workshop? You can assign “homework” before the workshop.		
Teachers Need to Bring:	List the materials teachers need to come with. Include their lesson plans, tablets, files, etc		

MOMENT	Topic and Activity	Length	Materials	√
Beginning	<p>Opening: At the beginning of the workshop, the facilitator will need to gain investment so that teachers are motivated to learn new ideas. This can be accomplished by doing a get-to-know you activity as well as providing data, videos, stories from the classroom etc that will invest teachers.</p> <p>https://www.cultofpedagogy.com/anticipatory-set/</p>	Keep this relatively short	Workshop materials needed-gather, print or prepare these	
Body-development	<p>Explanation of Content: This is the portion of the workshop when the facilitator imparts the new information to the teachers. Use as many examples as possible to make it relevant for the teachers’ classroom context.</p>	This should be the shortest portion of the workshop		
	<p>Group Work/Discussion: Like group work in the classroom, clear expectations should be made so that each team is working towards a common goal. The facilitator should walk around and monitor groups, ask questions and incite discussion with follow up questions.</p>	This should be the longest portion of the workshop		
	<p>Share/Feedback: Each group should present their ideas and time should be allowed for comments or suggestions.</p>	Allow ample time-discussion ensues		
FINAL	<p>Wrap-up: Time to sum up what has been done. If possible go back to the objectives checking if those were covered or not. This is also the moment to provide and receive feedback and delegate future tasks.</p>			



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