

Rochester City School District

2013-2014



Office of Professional Learning

Professional Learning Methods

Workshop

Format for Learning Method



Description



Benefits



Roles



Norms



Implementation



Forms



Outcomes-Impact

Workshop

Description:

A workshop provides a pathway for educators and administrators to build and enhance their own professional development. It is guided by distinctive goals and objectives to provide information around a number of topics i.e.: curriculum, best practice, strategies, and assessments. It is usually a hands-on interactive session that provides an opportunity to learn new information and skills or hone existing ones. Depending on the area of focus, a workshop can be full day, half day or several hours in length.

Goals of a Workshop:

1. To impact student achievement
2. To enhance teacher practice and instruction.
3. To motivate participants to continue exploration through collegial learning circles, action research or other types of learning methods.

Benefits of a Workshop:

1. Learn from a skilled practitioner
 2. Gain knowledge regarding concepts, skills and techniques for their work
 3. Keep updated on recent changes or developments in a particular area
 4. Continue growth and development with new thoughts and ideas
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Roles:

Facilitator: The facilitator of a workshop is a subject expert who understands the foundations of adult education. The facilitator's primary goal is to establish existing knowledge, build on that knowledge and maintain relevancy for the participants. She/he focuses on content (subject, task) and process (how content will be shared). The facilitator will also support and expand the group's thinking and learning. She/he listens actively and uses strategic questions and comments to guide the groups' discussion. The facilitator designs and organizes the training, leads and supports the participants. The facilitator also keeps accurate records: Attendance/Participation Log, and Outcomes–Impact Report (See Forms A, B, C on pages 5-8).

Critical friends: All participants are present throughout the entire workshop, and take an active role in discussions and group/team activities. They bring meaningful contributions when sharing, in dialogue, questioning and feedback. They are collaborative and supportive working together to grow in their knowledge.

Norms:

It is important that participants establish norms that are a consistent part of the workshop. Below is an example of possible norms. The group may decide on their own preferred set of norms. The norms may include being on time, remaining confidential, being prepared, etc.

Example of Possible Norms:

1. Participation is expected, valued, and recognized.
 2. Listen carefully. Ask thoughtful questions. Recognize and contribute to ideas of others.
 3. Maintain a positive attitude.
 4. Respect differences; focus on understanding the opinions and ideas expressed by others.
 5. Learn from and with one another.
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Planning:

A successful workshop with relevant outcomes must be organized with clearly defined components. Below is a recommended step-by-step process.

1. Decide on the type of workshop to be offered. Topic and goals must be defined to include the purpose and objective.

Guiding questions:

- What is the purpose of the workshop?
- What are the objectives of the workshop?
- In what way will the workshop help participants improve teaching and learning?
- What outcomes (skills, behaviors, understandings) will participants learn and be able to apply as a result of this workshop?

Consider the logistics:

- Who is the targeted audience?
- When and where will this workshop take place? (Choose dates, times, duration and location)
- What curriculum materials, handouts, supplies and equipment are needed?

Design and plan the process:

- Will the session be formal or informal?
- How will it be structured?
- What will your agenda include?

Create your agenda include the following:

- Main points to present and discuss
- Details to communicate
- Group activities and discussions
- Resources and research
- Times for each discussion/activity

Implementation:

Opening and introductions:

- Establish the tone
- Establish credibility and a rapport with group. (may use an icebreaker activity)
- Confirm the details of the workshop-goals: outline of the day, process, activities, outcomes
- Housekeeping points: facilities, break times, etc.
- Establish norms

Information sharing or Presentation:

- Present the information in a number of different ways: power point, demonstration, videos, articles, group learning, etc.
- Relate the content of the workshop to reality. How can the material presented (ideas/methods) be used in participants' daily work?

Application:

- Engage participants in exploring/ applying the presented skills, concepts, information through interactive activities, in small groups, or partnerships
- Discussion, problem solving, sharing
- Recording outcomes of group/partnership activity

Feedback:

- Participants reflect , summarize and report out
- Question, answer, discussion, clarification

Closure:

- Review the major points covered
 - Participants have opportunity to recap their learning
 - Action Plans Activity -participants decide what they will do next.
 - Evaluation- participants fill out and give feedback on the workshop (Were the outcomes met?)
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Please use the following attendance log or attach AVATAR attendance log.

Workshop Participation Log

Participants	Date	Date	Date	PDI Hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
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21.				
22.				
23.				
24.				
25.				

Please Note: A Workshop Record must be filled out by the facilitator.

Workshop Record

Facilitator: _____ **Date:** _____

Workshop Goals and Objectives: _____

Summary of Session: _____

Outcomes:

Please Note: The following Final Report should be handed into the Office of Professional Learning and your School Based Planning Team.

Workshop Outcomes-Impact Report

Title of Workshop:

Date/Dates: _____ **Number of Hours:** _____

Please attach copies of the following to this report:

- *Workshop Participation Log*
- *Workshop Record*
- *Strategies Implemented*
- *Samples of Implementation*

Workshop Description: What were the objectives of this workshop?

Final Outcomes: Were the outcomes of this workshop met? Explain.

Provide evidence that as a result of this professional learning, participants understood the goals and objectives of this workshop and are able to apply the learning to effectively enhance their practice and address student learning.

Additional comments and information to share.
