

Education

This document was created as part of an open day of developing resources for Quakers on January 14, 2017. Please send edits and suggestions to improve this to lisa@neym.org

How can education be create justice and equity?

- Friends need to know about an issue in order to act
- We need to make sure that we understand not just the issue, but how systems of oppression and privilege have influenced how we understand an issue so that we can act on it in new ways
- Others, outside Friends, may have more accurate and culturally grounded information, we need to seek out their voices and expertise

How to Plan an Educational Workshop

1. Goal Setting: Why are you doing this? What is your goal? Make is something specific and measurable.

Sample goals: Friends will be able to explain what is involved in becoming a Sanctuary congregation and what next steps might be. OR Friends will be able to use 5 different strategies for lobbying their legislators.

2. Pick and time and place that is accessible to the people you want to have attend. Make sure the space works for what you will be doing:

- Do you need a projector, screen and speakers?
- Do people need to be able to get up and move around?
- Do people need tables at which to work?
- Can you offer childcare and is there a suitable place for childcare?
- Who will be serving as an elder?
- If the topic might elicit strong feelings, can members of M&C or Pastoral Care be present?

3. Set an agenda:

The agenda should include:

- At least one learning goal and at least one doing goal (learning in the service of new actions)
- A list of the activities that will be offered

- ❑ How long each activity will take and who will be leading it
- ❑ An opening and closing that help people connect to each other and the topic
- ❑ A list of materials you will need
- ❑ A plan to address any accessibility needs

Click [here](#) for a detailed sample agenda

4. Advertise it well:

- Put the topic, time, place, date, and speaker(s) in the header of e-mails, in the first paragraph of text, and clearly and largely printed on flyers
- Let people know who they can contact for more information, how accessible the space is, and whether or not there is childcare (there should be childcare)
- Be clear about how accessible the program is to younger Friends and invite them
- Advertise as far in advance as you can, send out reminders a week before and 2 days before the event
- Make good use of social media, listservs, etc. AND call those Friends for whom e-communication is not accessible
- Be conscious of personal information: if using social media, open list servs, or other public media sources, make sure any personal information and contact information shared has been cleared with the individuals whose information it is ahead of time

5. Arrive early and create a welcoming space:

- Set-up furniture and food ahead of time
- Have a friendly person and someone knowledgeable about the space greet people
- If you have the capacity, have 1-2 people circulating ahead of time to welcome people, help people connect, and make sure that newcomers are being introduced to long-time members/attenders

6. Follow your agenda AND be flexible:

- Offer what you said you were going to offer

- If people are going to be asked to share personal information, set clear guidelines and expectations around confidentiality
- Listen to where and how Spirit might be moving
- Make sure all are included
- Make sure those with children, accessibility needs, or other concerns can fully participate

7. Follow-up:

- Share a summary or highlights from the event in a newsletter and at the rise of meeting for those who were unable to attend
- Write thank you notes to any speakers or presenters and invite other to sign them
- Make sure that identified “next steps” happen in a timely and transparent manner
- Review what worked and didn’t work with your planning team so you can take pride in what went well and address any things that didn’t work so well at a future event

8. Evaluation:

Asking participants to evaluate an event they attended can be useful if you are planning more and not everything needs an evaluation. Evaluations that are short and solicit the specific feedback you want are most useful.

Some sample questions you might ask:

- On a scale of 1-5, how useful/effective/impactful (choose just one that alligns with your goals) was this workshop/presentation?
- What were some things that really worked for you? Why?
- What were some thing you wish had been different? How?
- What topics or issues would you like us to see address in the future?