

Sample Education Workshop Agenda

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

Date: _____

Time: _____

Place: _____

Childcare plan: _____

Accessibility issues to address: _____

Goals:

Learning: *what will people know after this session?*

- Friends will (*learn, explore, develop, discuss, etc.*)

&

Doing: *what will people be able to do after this session?*

- Friends will (*use, act, call, organize, donate, volunteer, commit, etc.*)

Materials & Supplies:

- What do you need?
- How can it be organized ahead of time to be most useful and least disruptive during workshop?
- Do you need to make large print/have hearing assist/translators, etc.?

The agenda below is designed to engage a wide range of people and ages. The more that people get to interact during a workshop, the more they learn and the more focused large group questions/discussion will be.

Agenda:

1. Welcome and overview of the goals and agenda, opening silence

2. Get-to-know-you:

Small Group (2-10 people):

- ❖ Go around and share name and:
 - how you are?
 - What brought you here?

- A hope you have?
- A personal connection you have to the topic?
- When I think about *topic*, I think about . . .
- Something I am grateful for this week . . .
- A question about the topic I bring is
- A hope I have for Friends and *topic* is . . .

Medium Group (10-25 people):

- Have everyone say their name and hometown
- Then break people into groups of 3-5 to share on one of the questions above

Large Group (25+ people):

- Have everyone get into groups of 3-5 to share on one of the questions above
- Depending on the question, invite each group to share out something that more than one person said, a theme, or something they noticed about their group. Be clear about how long each group is to speak. Of just ask to hear from a few groups.

3. Initial Framing and Presentation:

- Opening silence if not done earlier
- Introduce the speaker, video, panel, etc. Who/what are they? Why have they been brought here? What can participants expect to learn from this?(Keep this part short and sweet)
- Let participants know how long this section will run and if they should hold or ask questions along the way
- Check to make sure that people can hear and see clearly as you start
- If you are showing a video - stop periodically to have people reflect on what they are seeing in pairs or groups of 3

4. Before moving into questions of the presenter(s), invite everyone to turn to 2 other people and respond to a reflection question:

- What did you hear that particularly caught your attention?
- What were 3 things you learned, 2 questions you have, and 1 connection you are making about this issue to something in your life?

- What is a thought you have after hearing this? What is a feeling you had while hearing this? What is something you are curious about?

5. Open the floor to questions:

- Let everyone know how much time you have for questions or discussion
- If you have a panel, have a moderator manage the flow of the questions and answers (not everyone needs to answer all the questions)
- If you are having a discussion after the film, prepare a few questions that anyone watching it could respond to.
- Manage air time, invite those who haven't spoken to speak before those who have speak a 2nd or 3rd time.
- Pay attention to folks ability to hear everything, in a larger setting, questions may need to be repeated

6. Moving from learning to doing:

- Back in small groups if you have many people, or in the whole circle if a few people, ask everyone to reflect on what they are *going to do* as a result of this information they have learned
 - It may be able to frame this invitation as a 1) an intrapersonal action: more learning, prayer, donation of time or money, different use of a resource, call a legislator, etc., or 2) an interpersonal action: volunteer with an existing group, get the meeting to do X, attend a rally/witness, have the meeting make/do/host/post, get X changed at Y place, etc.,
 - If you are asking people to lobby, donate, or otherwise get involved with an issue, have a single handout with all the salient information clearly organized. Make this document available via e-mail with active links. Size 14 pt. font

7. Closing:

- Offer gratitude for your speaker(s) that is real, specific, and heart-felt
- Offer gratitude for the group

- Invite people to name something they are leaving with, an action they are committing to, or something they learned - keep it to one sentence if a medium size group, and do in small groups if many people
- Join hands and have a moment of closing silence and prayer (or vocal prayer)
- Name next steps, opportunities, who is following up, etc.