

Writing a Workshop Outline

Please include the following in your outline:

- The beginning and end time of each component of the workshop. Beginning from zero, allot the time for each activity ending at 90 minutes for the standard workshop. (See sample below.)
- A brief description of each activity and how it will be presented such as lecture, video, small group discussion, case study activity, etc. Limit your description to two sentences or less.
- The connection of each main activity to one of your written Learning Objectives. Some parts of your presentation, such as presenter introductions, may not tie directly to one of the workshop objectives, but support the overall learning by creating a positive learning environment.

Below is a sample outline. It is a sample only; each workshop will vary in the way it is designed and presented.

Sample:

0 - 5 minutes Introduction, description of learning objectives, and setting the agenda for the workshop
Learning Objective – orientation only (not a formal objective).

5 - 10 minutes Ice breaker activity.
Learning Objective – Leads to better group dynamics later in the session (not a formal objective)

10-30 minutes Lecture: key information needed for the participants to do the interactive exercise.
Learning objective - related to gain in knowledge.

30 - 50 minutes Interactive component such as case studies, small group discussion, skill-building activities, etc.
Learning objective - related to gain in knowledge, skills and attitudes.

50 - 70 minutes Discussion.
Learning objective - related to gain in knowledge, skills and attitudes.

70 - 80 minutes Wrap up and review of the key points.
Learning Objective - Re-enforcement of the main learning points.

80 - 90 minutes Questions and Answers. Thank audience for participation. Give references for further study. Remind participants to complete evaluation.
Learning Objective - Re-enforcement of the main learning points (not a formal objective).