

Training Design Plan

Workshop Topic:

Length of Workshop: *(Remember that 60 minutes appears to work best for most workshops)*

Minimum Number of Participants _____/Maximum Number of Participants _____

Audience Analysis

Who is your target audience? *Please check all that apply.*

- Full-time Teaching Faculty (Adjunct and Full time)
- Staff (teaching)
- Staff (non-teaching)
- Administration
- Other (Identify)

Audience Relevancy

Explain how the content of this workshop can be used to enhance student learning or to increase workplace productivity by one or more of the target audiences identified earlier? Please provide specific information for each of the target audience's identified earlier.

Workshop Learning Outcomes (Identify workshop outcomes below.)

Training Plan Tips

Regardless of whether your training/seminar is an hour long or more, it is always a good idea to “think through your training plan”. A blank training plan is included to assist you with this process. Below is a list of things you will want to consider when designing your training plan.

- *Try to think of a creative title for your workshop. Creative titles can serve to pique the curiosity of possible attendees.*
- *Remember to plan time for welcome, introduction of facilitator and workshop objectives.*
- *Plan for introductions/icebreakers. Introductions can take time that you may not have. Consider other ways that you may accomplish this. Consider using name tents rather than engaging participants in a longer introductory exercise.*
- *Write in each time you plan to incorporate a mini lecture.*
- *Plan for breaks. If your workshop is longer than 90 minutes, you may want to incorporate appropriate breaks. Depending upon the size of the audience and the availability of restroom facilities during the break, you may wish to have one or more 10 to 15 minute breaks.*
- *Plan to summarize the outcomes and main points covered during your workshop and to provide closure for participants.*
- *Incorporate the use of handouts into your plan. This will help you to locate or design handouts; and to make copies and bring them to the workshop.*
- *Determine appropriate activities (mini lecture, discussions, think-pair-share, small groups) that will fit into your training plan. Remember that you want to plan a workshop that is engaging, however, it is a good idea to consider how long your activity will actually take. Some activities take more time than others.*
- *Plan Pairings. It is always a good idea to determine ahead of time when you want to have participants work individually, in pairs or in small groups.*
- *If you plan to use multiple workshop leaders/facilitators, don't forget to identify who is responsible for each part of the workshop/seminar*
- *Use a training plan form like the one included with this activity to help you think through your workshop.*

Thinking Critically About Your Training Design

Creative Workshop Title:					
Learning Outcomes:					
Activity Time	Workshop Activity (Mini lectures, discussions, think-pair-share, small groups, debrief etc.)	Activity Objective	Handouts/Visuals	Participant Pairings (Individual, Pair, Group)	Facilitator

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What additional circumstances if any should you consider when planning for this workshop?