

Sample Qualities of a Good Workshop

As brainstormed by the GSAFE Student Planning Team

CONTENT:

- The facilitator knew what they were talking about and the content was well-researched
- The content was up-to-date and relevant
- The information being presented wasn't over our head and the facilitator didn't use a lot of jargon or acronyms we didn't know
- The content was based in fact, not opinion
- Information that is theoretical or not entirely understood was presented from multiple perspectives
- Information was shared about how the content could be applied in other areas
- Audience learned from the information presented and got to ask questions
- Action steps were given (i.e. audience was told how they could take this information and do something with it)

ORGANIZATION:

- An agenda was presented at the beginning and the facilitator (mostly) stuck to it
- There wasn't too much or too little content for the time we had; agenda was realistic
- It was clear that the facilitator had spent time preparing and practicing
- Handouts and visual materials were well prepared and well organized
- There was time built into the agenda for the audience to ask questions
- The content flowed; it didn't jump all over the place or go off on unrelated tangents
- When there were co-facilitators, they worked well together and didn't step on one another's toes or talk over one another

FACILITATOR:

- They were passionate and enthusiastic
- They used small-group activities and interacted with the audience to engage all of the participants; they engaged us
- They used humor and stories (in appropriate ways) to keep it light
- They were good at answering questions, but didn't make it up if they didn't know
- They spoke in a clear and loud voice that wasn't monotone; didn't speak too fast
- They were respectful towards the participants and knew how to handle side conversations or disruptive behavior
- They used language that was inclusive
- They were open to receiving feedback
- They asked for input from the participants
- They had a positive attitude

STYLE:

- It was interactive, not just a lecture
- It catered to different learning styles, with visual representations, hands-on activities, and even included some drama and film elements
- The ideas were presented in a creative and innovative way
- The presenter started out by asking the audience what they wanted to know and then tried to incorporate that
- The facilitator adapted their agenda and was flexible as different needs come up from the audience
- We took a break when things got long
- We had fun!