

Professional Development Workshop Planning Template

Academy of Process Educators

1. Advertisement - a
 - a. title for the session,
 - b. subtitles for each of the two parts,
 - c. a "why" statement describing the value this session will provide to participants.
This goes out in the newsletter at the beginning of the month.
2. Communicate with registrants - The complete session content is posted to the website before the newsletter goes out. Information is also sent out about 2 days in advance to people who have registered.
 1. Pre-reading - ~2-4 pages or about 10-15 min of prep introducing people to the topic. One reading for each part of the session may appropriate.
 2. Pre-session exercise - 2-3 "exploration questions" for each part of the session. These are based on the reading and prepare folks for the session activity. This should take about 5 min. They can respond to these in a discussion board on the PE Academy Forum.
3. Session Part 1 (times below are flexible) - 45 MIN
 1. welcome (2 min)
 2. brief summary of goals for session (3 min)
 3. address what people wrote in their responses to the exploration questions (2 min)
 4. Q&A about topic/reading, and explain activity logistics (8 min)
 5. activity - breakout groups discuss 3-5 "critical thinking questions". (20-25 min)
 6. reporting out from teams of top insights gained (5-10 min)
4. Session Part 2 (same as part 1)
5. Assessment - link to assessment feedback is provided