

# DesignYourWorkshop

## Step-by-Step Guide: "Design Your Workshop"

### 1) Title, Date, Location, Audience, Length

**Labels of Form:** Workshop title; Approximate date; Location (place); Targeted audience; Length of training event

How to complete:

- **Title:** Make it specific and outcome-oriented (e.g., "Keyman Developer: Build Your First Keyboard").
- **Date/Location:** Include time zone if remote; note venue constraints (power, internet).
- **Audience:** Who will attend (roles, languages, tech comfort).
- **Length:** Total duration (e.g., 1 day, 9:00-16:30).

**Quick test:** Can a colleague read this line and tell who it's for, where/when, and how long without asking you?

### 2) Learning Objectives (Start with the end in mind)

**Label of Form:** Learning Objectives

How to complete:

- Write 2-4 measurable objectives in "By the end, participants will be able to..." form.
- Align each objective to a practical task (install, create, record, export, troubleshoot). Examples:
- "Create and test a basic Keyman keyboard with at least 3 custom long-press keys."
- "Record a chapter in HearThis and export WAV files for review."

**Quick test:** Could you check these with a yes/no at the end of the workshop?

### 3) Prerequisites

**Label of Form:** Prerequisites

How to complete:

- List skills/files needed before the workshop (e.g., "Laptop with admin rights; Paratext project ready; Charis font installed; USB headsets").
- Add any pre-reads or short videos to reduce lecture time.

**Quick test:** If prerequisites are missing, would the plan still work? If not, move that item here.

### 4) Software Used

**Label of Form:** Software used

How to complete:

- Name exact tools + versions (e.g., "Keyman Developer 17.0+; FLEx 9.1; HearThis 3.5").
- Include offline installers and backup copies on USB, if connectivity is uncertain.

**Quick test:** Could you reinstall everything without internet on the

day?

## 5) Who to Contact to Organize

**Label of Form:** Who to contact to organize

How to complete:

- Provide **primary** and **backup** contacts (name, phone/WhatsApp, email).
- Add **onsite host** details for access, projector, and power.

**Quick test:** If you lost your phone, could another trainer still reach the right people?

## 6) Training Materials to be Used (Resources)

**Label of Form:** Training Materials to be used

How to complete:

- List slides, handouts, demo files, sample projects, checklists, and links to **Planning** and **Report** forms.
- Note **file locations** (USB, shared drive link) and **printingneeds**.

**Pro tip:** Keep all materials in a labeled folder with version dates (e.g., Keyman\_Workshop\_2025-10-v3").

## 7) Build the Schedule (Flow of the day)

**Where it fits:** This expands on "Length" and connects learning objectives to time blocks.

How to complete: Create a simple table that follows the rhythm explain → demonstrate → practice → reflect.

Sample schedule (one-day outline):

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### Time Session Method LinkedObjective

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09:00--09:20 Welcome, goals, context Brief talk + Q&A All (orientation)

09:20--09:40 Demo: Tool setup Demonstration Obj 1

09:40--10:30 Hands-on: Guided setup Practice + support Obj 1

10:45--11:15 Demo: Core workflow Demonstration Obj 2

11:15--12:15 Hands-on: Build/Record Practice + pairs Obj 2

13:15--14:15 Hands-on: Extend/Export Practice + coach Obj 3

14:15--14:35 Troubleshooting clinic Group problem-solv Obj 3

14:45--15:15 Reflection + checklist Individual/Group Obj 4

15:15--15:30 Next steps + feedback Discussion Obj 4

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**Quick test:** Does every major time block point to at least one objective and end with a usable output?

## 8) Design the Activities (Doing > Telling)

**Where it fits:** Activities bring the schedule to life.

How to complete: For each session, specify what participants do, artifacts produced, and support.

Activity template (repeat per block):

- **Task:** What learners produce (e.g., "Create a touch layout with long-presses for open  $\epsilon/\sigma$ ").
- **Steps:** 3--5 bullets (concise).
- **Support:** Trainer checks, screenshots, printed mini-guide.
- **Output:** File or action to verify (keyboard compiled; audio exported).
- **Check:** 1--3 yes/no criteria linked to the objective.

**Pro tip:** Use pair or triad work for faster troubleshooting and peer learning.

## 9) Resources & Risk Plan (Backups prevent disasters)

**Where it fits:** Complements "Training Materials" and "Software Used."

How to complete:

- **Room & tech:** projector, power strips, extension cords, fans; offline installers; spare headsets.
- **Files:** duplicate on USB + local folder; print 2--3 extra handouts.
- **Contingencies:** If internet fails → use local docs. If device fails → swap to trainer laptop with guest account.

**Quick test:** If the venue loses internet for the whole day, can your plan still run?

## 10) Evaluation & Reflection (Prove learning happened)

**Where it fits:** Ties back to objectives and prepares reporting.

How to complete:

- **At the table:** For each objective, define a quick check:
  - Obj 1: "Show your compiled keyboard / recorded passage."
  - Obj 2: "Export files and submit to the shared folder."
  - Obj 3: "Complete a 3-item checklist or micro-quiz."
- **Feedback:** 2 questions on usefulness + confidence gain (1--5 scale) and one open comment.
- **Wrap-up artifacts:** Save outputs + photos of whiteboard; note issues for the report.

**Next step:** After the event, complete the Workshop Report Form (summary, outcomes, challenges, next steps) and capture improvements for the next delivery.

## Quality Checklist (printable)

- Title, date, location, audience, and length are clear.
- 2--4 measurable objectives; each appears in the schedule.
- Prerequisites are realistic and shared with participants early.
- Software versions + offline installers prepared.
- Materials (slides, handouts, sample data) are finalized and backed up.
- Schedule alternates explain/demonstrate/practice/reflect.
- Every activity lists a concrete **output** and **success check**.
- Contingency plan ready for power/internet/equipment issues.

- Simple evaluation aligned to objectives; evidence collected.
- Notes ready for the Workshop Report and future improvements.