

GENERAL INFORMATION ON PREPARING A GWI PEACE THROUGH EDUCATION WORKSHOP

The purpose of this information sheet is to support and encourage GWI affiliates to prepare group participation workshops. This is not the only way of presenting a workshop. However, even those using other methods should still find these guidelines of interest.

A workshop is participative. It can be defined as a group that has gathered in order to share their common interest in a given subject; to extend knowledge through study, research, and discussion; to improve or develop personal skills; or to solve problems raised by the topic by sharing common experiences and knowledge. Several members may be involved with the planning and delivery of the workshops for the GWI Conference.

The workshop leader(s), or facilitator(s), provide the format and guidelines, and lead discussions so that everyone may contribute. The participants are involved in activities designed to share experiences and discover new information. Members must be willing both to work independently and to cooperate closely. A workshop will generate more ideas than an individual working alone and will promote confidence in agreed-upon outcomes.

Preparation and Planning

Select a topic that your prospective participants are likely to be interested in and to which they will be able to relate. (And in line with the theme/s of the Conference).

Decide the overall objective of the workshop - what is intended to be achieved. Be specific, and take account of the participants varying backgrounds, cultures, languages and interests.

Read as widely as possible about the topic and discuss your ideas with other people. Organize the content in a logical order. Plan carefully and provide for workshop participants to take an active part throughout.

Prepare a detailed plan including each section of the workshop in writing. Time each section; this will keep the workshop moving and enable it to be completed on time. (Time management is essential).

Arrange to have helpers in the group to ensure that all people are involved. GWI can possibly assist you in identifying other members who may be interested in delivering a workshop on a similar topic who you could contact to see if you can work together.

Consider preparing PowerPoint slides. Provide for a back-up, felt pens and newsprint for example, in case there is a technical problem.

Ensure the group is kept small, preferably under 30. It can then be subdivided into smaller groups for some parts of the workshop to encourage more active participation.

Try out your workshop on a supportive group, obtain written evaluations and modify your workshop plan as appropriate.

Presentation

Keep the language, format and content of the workshop simple.

Allow time for getting acquainted. Have a warm-up time at the beginning for people to get to know a little about their neighbours by introducing themselves and perhaps stating what they hope to achieve at the workshop.

Establish an informal relaxed atmosphere, where possible, with seating in a circle or rectangle rather than rows for face to face discussion. Circulate a paper for names and addresses of participants.

Please note:

The workshops presented will be held in a University and some sessions might take place in lecture theatres where the seating is fixed.

After the introductions are completed, the guidelines explained, the goals set and, possibly, prepared material presented to the group, divide participants into smaller groups so everyone, particularly shy members or those with language difficulties, will have a chance to contribute. Give groups clear and specific tasks.

Each workshop leader should select a rapporteur to summarize the content and the outcome of the workshop. The summary should deal with concepts and include at least three outcomes in point form applicable for study and action.

A suitable form will be given to the presenter to be used by the rapporteur for this purpose.

Evaluation forms will be provided for each attendee so that the presenters can be appraised for the effectiveness of their presentations.