Workshop Checklist for Presenters and Advisors
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Content:

- ☐ Written outline of workshop includes "running time" (how long an activity takes and the total workshop time used up to that point)
- ☐ Applicable to students' interests (relevant)
- ☐ "up-to-date" information/statistics
- ☐ encourages thinking and self exploration
- ☐ introduction - grabs attention (immediately engage)
- ☐ clearly defined objectives
- ☐ concepts in logical sequence
- ☐ concepts flow well (transitions are smooth)
- ☐ concepts given support from visual aids as appropriate
- ☐ sufficient detail to support the main points
- ☐ activities to allow participants to process/understand concepts
- ☐ variety of activities (not just "lecture")
- ☐ closing summarizes the workshop clearly and concisely
- ☐ conclusion strong (not just "I guess that's it.")
- ☐ allow question/answer session as appropriate
- ☐ have an energizer planned just in case
- ☐ have a "plan B" to shorten an activity or something that can be cut out if time becomes a factor and also have an extra activity incase you have extra time!

Delivery:

- ☐ knowledgeable about the topic covered in your presentation
- ☐ notes in order
- ☐ know the content - do not read from a paper or slide (be knowledgeable about the topic)
- ☐ visual aids in order (pre-rolled tape to put up visuals or equipment set and ready)
- ☐ use wording appropriate to the audience, not above or below them.
- ☐ refer to your handouts. Don't just say, "Look it over later." A good technique is to leave several blanks to be filled in during the workshop
- ☐ questions? address responses to everyone, not just the person who asked the question
- ☐ avoid fillers: "uhm" "you know"
- ☐ speak loudly enough to be heard in the room
- ☐ pronounce words clearly
- ☐ avoid speaking too rapidly (speak slowly)
- ☐ no significant loss of eye contact from reading a slide or gesturing toward it (do not read "word for word" to audience from a slide)
- ☐ varied voice pitch for emphasis
- ☐ eye contact - look at entire audience (watch "blind" corners)
- ☐ speak key points (such as conclusion) without reading
- ☐ avoid nervous hand movements – be aware of your body language – charisma!!
- ☐ smile - Be enthusiastic and energetic
- ☐ manage the timing/delivery of the workshop
- ☐ PRACTICE PRESENTING THE WORKSHOP!!

Visual Aids:

- ☐ visuals tied into the points you are trying to communicate
- ☐ easily seen from all areas of the room
- ☐ appropriate number of words and images on slides (not overloaded - focused on critical elements, not excessive in detail) - not "wordy"
- ☐ background does not interfere with points or text
- ☐ sufficient "white" space to (don't overcrowd everything on one poster or slide) –
- ☐ check the spelling!!
- ☐ have tangible props when possible
- ☐ use images that suit purpose and are appropriate for audience
- ☐ color choices should be easy to view (don't use light markers – more difficult to see; white lettering on a dark slide is not as readable as dark lettering on a lighter slide)
- ☐ colorful and "attention grabbing!"
- ☐ have a back-up plan if computer/LCD projector does not work or is not available (check technology!)
- ☐ use font types, sizes, and colors that can be read easily (not too fancy, not vertical lettering, etc.)

Other:

- ☐ dress appropriately so your clothing is not distracting to the presentation
- ☐ rewards (candy – to keep audience engaged?)
- ☐ create an environment that is safe to share ideas
- ☐ arrive early to set up the workshop room
- ☐ have FUN!

Measuring the success or failure of a workshop goes beyond mere participant satisfaction of--hopefully--an enjoyable and constructive workshop. It is measured in terms of:

- ☐ to what extent objectives were achieved
- ☐ what thinking, behavior or activity changes have taken place, will take place or have been confirmed as a result of the workshop
- ☐ what action results as a consequence of the workshop