Planning a Dynamic Workshop (More to Come!)

You've probably attended many workshops, but have you ever wondered how ideas take shape and become reality? An important milestone in professional development is learning how to organize and communicate your ideas to various audiences. This document will walk workshop planners through a structured process of **planning** and **developing** a quality workshop proposal.

SECTION I – UNDERSTANDING PLANNING STAGES AND TIMELINE (30-DAY PROPOSAL PLANNING PROCESS)

1. Plan your 30-day process starting on the day you receive the call for proposals.
2. Use each planning stage below to assist you in developing your dynamic proposal.

Develop and articulate topic or idea	Outline agenda and timeline	Define content, scope, activities, and LOs	Specify materials and resources	Review submission requirements
Day 1-7	Day 8-12	Day 13-20	Day 21-25	Day 26-30
• I want to share my experience • I read an article that talks about what I do • I believe that I do something that others want to know about • I've also heard there's great interest in this topic • What will my workshop title be?	• How will I arrange the content in a logical order? • How much time do I give to each part or concept? • How do I manage time while staying in the flow and inviting interaction?	• Do I want to use slides or handouts? • Will I invite people to join small groups? • What would the activity look like? • How can I summarize the key takeaways in three bullet points?	• What materials will I need to do the workshop? • What are my technology needs? • Who do I speak to about logistics? • How can I follow up with participants?	• Have I provided all of the required information for myself and any co-presenters? • Are my learning objectives clear? • Have I confirmed availability of specific on-site materials?

SECTION II – DEVELOPING YOUR PLANNING STAGES

1. Use a blank piece of paper to map out your idea for each stage of development.
2. Use the column "Your Planning Process" to record each stage of development of your plan.

Stage of Development		Your Planning Process
Develop and articulate relevant topic or idea		
Outline agenda and timeline		
Define content, scope, activities, and learning objectives		
Specify materials and resources needed to plan and facilitate a workshop		
Review submission requirements including supplemental documents		

SECTION III – UTILIZING PRESENTATION RESOURCES

Planning Component	Resource
Learning Objectives	Writing Clear Learning Objectives
Classic-style Resume Template	Writing Your Basic Resume
How to Create Your Speaker Biography	Writing Your Conference Presenter Bio
10 Secret Zoom Tips for Masterful and Stress-Free Online Presenting	Tips for Masterful Online Presenting
Public Speaking Tip Sheet	Advice from Harvard University!

Planning Notes: