

If we could get feedback from the rest of the Ed. Com. members on content, we could then produce a standard form that would be filled out by the person delivering the workshop. I agree with your idea to use the new form as a guide for the workshops selected for the next AGM. Some goals in this effort are:

- establish a system that is user friendly
- provide a minimum set of standards
- help in the documentation of workshop points

Along with the workshop content and deliverables form, there should also be an evaluation form for both participants and the workshop leaders.

Point of clarification: Jerry also helped prepare this document, and everyone should be aware of that.

Thanks,

-- John

## Points to Consider When Designing a Workshop

develop a suitable title for the workshop and meaningful description of project and items to be taught

- allow time to supervise any work completed by participants
- prepare written goals and expectations for the course which are distributed at the beginning of the course
- prepare handouts that contain 'need-to-know' course content (e.g. Code requirements, safety issues, information specific to this project, materials, specs)
- determine the number of participants that can be accommodated, according to space and time available, participants' skill level, size and complexity of project
- remember that a workshop's first priority is to provide a learning experience for the participants, not to satisfy a client's need for construction work
- remember that everyone learns differently, some by doing, others by watching; therefore, be prepared to do all the work yourself, or prepare models ahead of time that show the different stages
- pre-arrange refreshments for breaks and lunch, and include as part of the registration package, to minimize time lost due to breaks
- have experienced help to assist you with any running around, so that you and the participants can focus on the course
- fees should be charged to offset the time required to develop and deliver the course, plus compensate the instructor for his/her knowledge and experience; both participants and instructors need to see 'value' in the education program
- arrange for and ensure a comfortable learning environment; this includes everything from the learning space, to food and drink, a well-organized course with a beginning, a middle, and an end (i.e. what they're going to do, have them do it, review what they did);
- only promise what you can deliver
- determine ahead of time participants' skill level so that you can delegate tasks appropriately and ensure everyone's safety (e.g. questionnaire that accompanies registration form, which asks about participant's experience in related area and reason for taking workshop), as well as allow you to modify the course, if necessary, to meet specific needs and skill levels
- make a note of any hazardous materials that will be used

## Points to Consider When Designing a Workshop

- provide a list of required personal safety equipment (e.g. safety glasses, steel-toed boots, hearing plugs)
- provide background information on workshop leader (e.g. experience, training)
- list all equipment that will be used during the course of the workshop

What to cover:

- start with the foundation work: why? what? where?
- code requirements
- material choice
- explain choice of style (i.e. footprint)
- expansion joints (important); thermal shock
- choice of heater
- chimney options
- mechanical systems; depressurizing
- foundation footings
- local regulations