

Tips for a Successful Workshop

We would love to see everyone to get the most out of this experience!

1. Meet the needs of participants

Each workshop should be tailored to the unique needs of high school and middle school programs individually. Step Up workshops should be tailored to meet the specific needs of high school after school programs and youth. Amp Up workshops should be designed to meet the unique needs of middle school after school programs and youth.

2. Know your audience

Participants will be attending from after school programs throughout the country, and in large part, California. Participants will include District and Site Administrators, Teachers, Program Directors, Site Coordinators, and Youth Leaders. The after school programs that they serve may be nonprofits, licensed, community-based, or school-based. Programs may be funded by grants, privately, the state (California- ASES), or federally funded (21st CCLC and 21st CCLC ASSETs). Take into consideration different experience levels and interests.

3. Point out the big picture

Is the workshop aligned with state and national program elements, such as quality elements from the California After School Network's Quality Self Assessment Tool?

4. Inspire

By introducing and expanding on core concepts, nurturing interests, sharing promising practices, creating a call to action, capturing enthusiasm, and building momentum, your workshop can inspire participants to fully tap into their potential as professionals in the after school field.

5. Inform

Create a learning environment and meaningful experience for participants. Interactive, hands-on workshops engage participants in the learning experience. Help ensure participants walk away with new insights, connections, and strategies for implementation.

6. Implementation

Participants are eager to act on what they have learned. Be sure to emphasize strategies and tools for implementing lessons (regardless of ability to purchase products). What will next steps be? How do they put their enthusiasm and new-found knowledge into action and create improved, sustainable practices? Does the workshop provide take-away strategies, ensuring usefulness and ease of implementation?

7. Connection

How can participants follow-up with the presenter and/or colleagues?