

## CIEAEM

### Guidelines for workshops.

Although a workshop contains an instruction, it is primarily an invitation for the participants to actively do something. It is important that the participants have the opportunity to figure out – by themselves or in groups – what is their own opinion about ..., what is their contribution to ....., what is their experience with..., etc. In workshops, the aim is to facilitate the learning of the participants through active engagement. Thus, a presentation of research work and outcomes should be minimized, and used only to introduce the topic; discussion of research and outcomes should not be extended except as a conversation among the workshop participants during and after an activity: A maximum of 10 minutes is a good plan for the introduction; less time is even better. After posing the problem, question, exercise or whatever, the group is invited to take action. A workshop is focused on the implication, implementation or application of certain ideas in (classroom) practice.

There are several ways of working in a workshop activity: individual work, sharing with neighbours and discussion. Group work has been most successful at CIEAEM. Open discussion, working with statements, debate or short poster-presentations are also suitable.

Preparing a workshop is very different from preparing a presentation.

- Think about grouping: number of participants (2, 3, 4?), language-based, position-based, or mixed in gender, background, students' age-focus, experience, ...
- Think about the ways of working and make a timetable. Because of language problems a discussion at CIEAEM takes much more time than in one's mother tongue. Take care that time pressure is avoided -- better to end up with 10 minutes' spare time than 10 minutes more to do when the time has run out!

To facilitate the workshop design, below is a time table as an example:

- 5' Welcome. Getting to know each other briefly.
- 5' Aim of the workshop, program and timetable.
- 5'-10' Presentation of the task.
- 15' Activity: do, try, share, continue, relate, ... Asking others and yourself, ....
- 15' Discuss results with your group. Comprehension and group results are formulated.
- 10'-15' Presentation of group results, ideas, evaluations, insights, ...
- 5'-15' Additional information, relation between what was discussed and research work or experience, ...
- 5'-10' Answering questions, continuous discussion, ...  
Eventually suggest the option of collecting contact information in order to facilitate further collaboration related to the workshop topics.
- 5' Rounding off, reflection and good bye.

Tips:

- Reading a text is *not* active; better to provide a handout with background information
- Groups of 4 are maximum for a fruitful discussion; groups of 5 or more break down into two subgroups or easily exclude some participants.
- Take care in coaching the process: help participants by asking questions, connecting them to others.
- Avoid discussion with you as the workshop facilitator during the group work activity.
- Organise your room, if you want the group to work together, facilitate the table and chairs configuration. Ask incoming participants to take place in the front area of the room. Ask the organization committee the room organization you wish for the workshop.
- Organise a short welcoming ceremony and also at the end a short reflection and good bye.

Any workshop design questions can be directed to:

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(Lambrecht is not going to redesign workshop setups, but is happy to give advice and coaching for those who catch him for that)