Planning Multi-Day Tech Workshops

Audience

Who is your intended audience? Why would they attend this workshop?
- Demographics
- Background in the topic
- Relationship to each other
- Intended use

Overall Topic

What is the big picture of these workshops?

Overall Learning Outcomes

What will your attendees do with the skills learned?

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Logistics

Plan your logistics, including:

- ★ Number of sessions
- ★ Dates
- ★ Location
- ★ Equipment
- ★ Snacks

- ★ Capacity
- ★ Registration
- ★ Handouts / Collateral
- ★ Accessibility
- ★ Translation

- ★ Instructors
- ★ Documentation
- ★ Recording
- ★ Institutional capacity
- ★ Replicability

Content

What content would you cover if you had just 1 session to cover the whole topic?

What about 2 sessions? 3, 4, 5 or 6?

Session Overview

Topic   **Learning Outcomes**   **Activities**

Assessment

Notes

Sample Topics

Tech Topics

- ★ Web development
- ★ Digital citizenship
- ★ Intro to programming
- ★ Data visualization
- ★ Digital media

Learners

- ★ Busy professional adding to their skill set
- ★ Retiree who enjoys frequent vacations
- ★ Job seeker returning to the workforce
- ★ Graduate student in the sciences
- ★ Teen on summer break

Multi-Day Workshop Outline

Audience

Overall Topic

Overall Learning Outcomes

Logistics

Content

Topic	Date / Time	Learning Outcomes	Activities

Assessment