

## How to make the most out of your Learning Day with us

### The Participants

Think about how you will present the learning day to your team who will be attending. Share the agenda and timing for the day well ahead of time, as well as the benefits of attending. Explain the purpose behind this professional development and why it is relevant, and link it to other professional development they may have gone through.

### The Facilitator

At least a week before the workshop, talk to the workshop facilitator about anything you think s/he should know about the group: who will be attending eg. size of the group, group dynamics, prior learning, current work objectives/goals, current stress factors. Discuss timings for the day, and any special requests you have around lunch and tea times. If participants must travel into a workshop or catch flights at the end of a day, the standard timings can be adjusted if your facilitator is given plenty of notice.

### The Venue

An offsite venue is ideal as it allows participants to remove themselves from the distractions of the workplace, as well as creating psychological distance which encourages a deeper interaction with the course content. If onsite, try to ensure the group won't be interrupted by other colleagues.

A well-chosen venue can elevate a workshop experience, and the benefits of natural light, a pleasant view, comfortable chairs, well ventilated rooms with temperature control and healthy catering cannot be understated. The issues that workshop participants most complain about are uncomfortable seating, small stuffy rooms and inadequate catering. Access to tea, coffee and water throughout the day is always appreciated.

Whilst the above is ideal, we are very used to delivering workshops in all types of school venues, and can be flexible.

Since our workshops are very interactive we request u-shaped/semi-circle/horseshoe seating with tables removed, so participants can move around freely when required for activities. It is also helpful to have someone onsite who can provide technical support so that the AV set up and use is trouble-free. Access to wi-fi is essential for most workshops, and the password for access needs to be clearly communicated ahead of the workshop start (can be left on the facilitator's table).

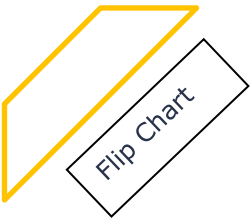
AV Requirements – please ensure the workshop room (and each breakaway room) has:

- 1 x Flipchart with paper (or 2 if more than 10 participants)
- 1 x Data Projector
- 1 x Whiteboard
- Audio for laptop (speakers)
- Wi-fi and Internet access

Projector



Facilitator Table



Flip Chart



Whiteboard

Chairs

