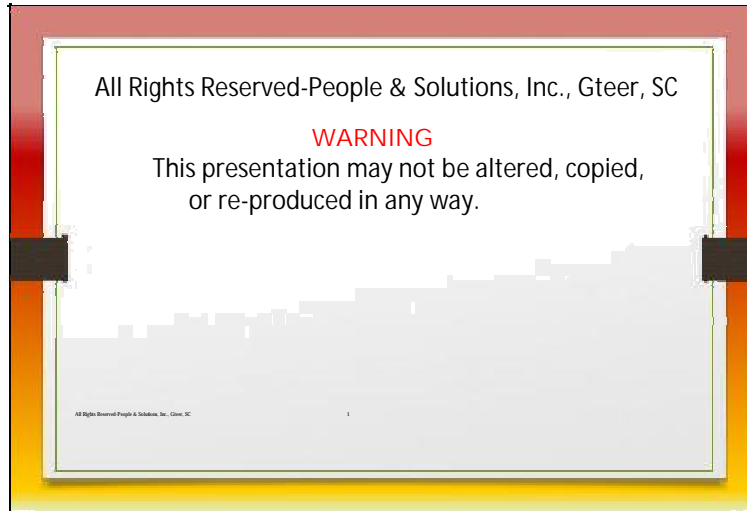


Slide 1



Slide 2

Recommendations for a successful workshop

1. You will achieve a more successful workshop when you have a **minimum of 20-25** participants.
2. Remember that adults learn, they are not taught.
3. When **high levels of participation and interaction** are achieved, your workshop will be more enjoyable and the learning process will be greatly enhanced.
4. Remember to reward your volunteers – small token gifts such as candy bars, etc. Are always well received.
5. For a three hour workshop session, you should have two

10 minute breaks.

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6. Keep your session on track – **start on time** – return from breaks on time.

7. Be sure everyone has handouts and pens or pencils before you begin.

8. **Be prepared** – rehearse your session several times – be familiar with the materials you are presenting.

9. **Check out your room in advance.** Be sure your computer and projection equipment is set up and working properly.

Slide 3

Important information: the facilitation notes will be presented both as an integral part of the PowerPoint presentation (available for viewing during presentation by the facilitator) or; as a word file which can be printed with space provided for the addition of specific talking points you may want to add. The facilitation notes have been designed so that any additional talking points that would be needed would be something very specific

to your group. Otherwise, you will find your presentation and facilitation notes to be complete and effective.

Handout masters are designed to be printed 2 slides per page so as to correlate with page references in the PowerPoint presentation.

Slide 4

Things you will need for this workshop:

- One handout for each participant.
- 6 or 8 white potatoes (if you can find gold potatoes they work a little better) – per session.
- 8 or 10 plastic drinking straws (not the flexible ones – per session).
- One paper name tag for each participant.
- One sticky note (approx. 2” x 4” or so) for each participant.
- Black felt tip markers (one for every 2 or 3 participants – to share).
- Pens or pencils for each participant.

- Volunteer “prizes” – candy bars or other inexpensive dollar store type items - 15 to 20.

Slide 5

How to time your presentation

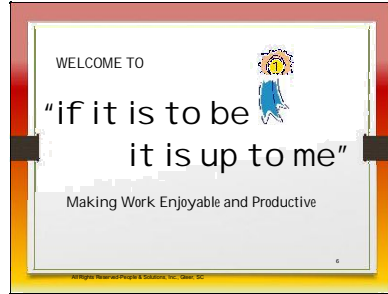
As a general rule for this presentation slides which involve volunteers or slides which require response to exercises on the handouts should take approx. 10-12 minutes.

Exception: slide 8 – depending on the size of your group may take 15 minutes, as well as the feedback slides 9-10-11. Slide 31 can also take 15 minutes.

Allow approx. 2-3 minutes for the other slides.

Break time typically will come after slide 15 and after slide 26.

Slide 6



Slide 7

"If it is to be, it is up to me" is a fun-filled session as we look at ten things that each of us must be if we want our work environment to be more enjoyable and more productive.

Before we get started everyone should have: A handout, a pen or pencil, a name tag & a sticky note. There should also be several black markers distributed around the room which we will need later in the session. At the end of the session, please leave your pens/pencils and

the markers in the container at the door.

The restrooms are located_____

however, we will have 2 ten minute breaks during the session – please return to your seat promptly after the breaks.

As a courtesy to other participants, please turn you cell phones to vibrate and if you absolutely must take a call, please go outside to do so. This goes for texting as well.

Let's get started!

Slide 8

Read the screen

Slide 9

The first attribute that we will look at today is the fact that we need to be respectful of everyone around us – co-workers and customers alike.

Respectful – treating other people the way you want to be treated, Some ways we show respect are:

- Being courteous
- Being patient
- Giving positive (rather than negative) feedback

Ask your audience

What are some other ways we show respect to our co-workers and our customers?

Allow 3 to 6 responses.

Slide 10

Give the group 5-8 minutes to complete this exercise – depending on your number of participants.

Then, ask the questions on the next three slides – elicit two or three responses from the floor for each question.

The idea here is that we don't always do as good a job at sending out positive feedback as we should do – it seems that we more easily send out negative feedback.