TRAIN THE TRAINER:
Designing and Delivering Successful Workshops

So you have been asked to put on a workshop and are wondering where to begin?!

Wednesday, February 13, 2019
New Residence Hall
3625 Park Ave, Montreal, QC H2X 3P8

Workshop Goals

✓ Describe a framework to guide workshop development
✓ Describe different approaches to conducting a needs assessment
✓ Discuss the development of learning objectives and relevant content
✓ Articulate how teaching methods align with content and objectives
✓ List the logistics to consider when delivering a workshop
✓ Describe strategies that enhance learner engagement in large and small groups
✓ Discuss the benefits of systematic reflection on a completed workshop

Proposed Agenda

08h00  Registration
08h30  Introduction
08h45  A Framework for Designing Successful Workshops
10h15  Coffee Break
10h30  A Framework for Designing Successful Workshops Cont’d
12h00  Lunch
13h00  Engaging Your Participants in Large Groups
14h00  Refreshment Break
14h15  Enhancing Small Group Facilitation Skills
15h45  Reflecting on a Completed Workshop
16h30  Adjournment

To register, please send an e-mail to facdev.med@mcgill.ca by January 30th, 2019.

*This workshop will not be available through videoconferencing and will be conducted in English.