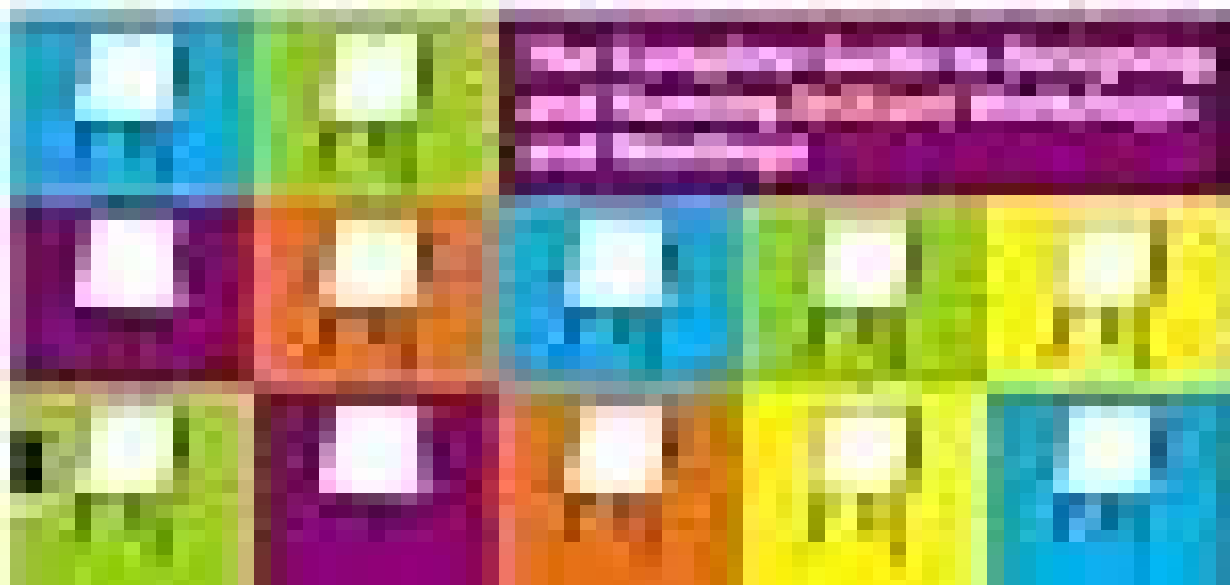


# How to Run a Great Workshop



**How To Run A Great Workshop The Complete Guide To  
Designing And Running Brilliant Workshops And  
Meetings By Nikki Highmore Sims 1 Edition 2006**

**A Gutmann**



## **How To Run A Great Workshop The Complete Guide To Designing And Running Brilliant Workshops And Meetings By Nikki Highmore Sims 1 Edition 2006:**

*How to Run a Great Workshop* Nikki Highmore Sims, 2006 Ever had to run a training session or workshop and not known where to begin This is the simple smart guide to creating a programme that is both memorable effective and enjoyable for you and your team

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**The Workshop Survival Guide** Rob Fitzpatrick, Devin Hunt, 2019-06-05 Need to run a workshop Your attendees are trusting you with their time and attention What are you giving them in return Most workshops don't work They fail to deliver real results and they fail to keep the audience energetic and engaged They're stressful to run and painful to attend Designing and running a brilliant workshop is easier than you think It's not about flashy showmanship or natural charisma Instead it's about following a set of clear simple rules for structuring and arranging the day Discover and use key design principles such as Naturally refresh and maintain the audience's attention and energy by alternating the teaching format e.g. lecture small group discussion hands on practice every 20 minutes and making strategic use of good breaks Dramatically improve your educational impact by choosing an exercise which is properly matched to the type of knowledge skill wisdom currently being taught Save dozens of hours by beginning your design process with a simple skeleton of Learning Outcomes and timings rather than jumping straight into slides and materials Finish on time every time by intentionally designing flexible schedule springs into your session allowing you to seamlessly adjust to delays and bad luck and to ensure that everyone learns what they came for without running late The first half of the book covers everything you'll need to know about designing and refining the session itself With a good design in hand teaching a brilliant workshop goes from arduous to nearly automatic The second half of the book shifts from ahead of time design to day of facilitation Learn the essential facilitation needed to solve unexpected problems and run a smooth stress free workshop Reliable tools and tactics for crowd control recovering attention and shifting between tasks without feeling like you're fighting against your audience Clear guidance for picking the best room setup and also improving a bad room to make the most of it Spotting and problem solving the six major types of difficult attendees who are being either accidentally or intentionally disruptive including the most common issue of bringing a hostile expert onto your side Checklists and reminders of what to bring what to do and when to do it in order to ensure that nothing gets forgotten overlooked or lost At no point in the book will we ask you to put on a big smile or project confidence That's fluffy BS which

doesn't work. Instead we'll give you clear concrete tools for managing a crowd and seamlessly guiding everyone to an effective outcome. Why we're the right authors to help you succeed: Over the last 15 years we've designed and run a huge number of successful workshops and a few major flops covering every type of audience: executives, undergrads, MBAs, disadvantaged youths, busy professionals and more. We've designed everything from 20 minute teasers to 3 month intensives in locations ranging from Costa Rica and Qatar to London and Berlin. We've taught for companies like HP and Deloitte and for universities like Oxford and NYU. We've built workshops for every price point from free upskilling paid for by the state or employer through to 4000 per seat premium events. We've taught casual sessions with beer in hand and flip flop on foot through to formal posh affairs with glitzy venues and high end catering. In every case no matter where it was located or who it was for the process outlined in these pages worked. Perhaps most importantly we can teach you how to do this. We've trained up teachers from scratch who are now billing upwards of 5000 per day and getting invited back to teach again and again. This stuff isn't complicated. You can learn it.

**The Workshop Book** Pamela Hamilton, 2016. THE WORKSHOP BOOK TEACHES YOU HOW TO RUN AN EFFECTIVE WORKSHOP EFFORTLESSLY. Based on methods developed and proven in business, this highly visual and practical book will show readers how to design, lead and run effective workshops. The tools you need to design and lead successful workshops yourself. Ways to enhance the collective intelligence of any team, keeping them focussed and engaged. Tricks and tips for structuring time to generate maximum productivity in a limited session. Advice on how to find inspiration and creativity to generate great ideas for any industry or brief. Workshop fundamentals so you can add your own flair.

*The Complete Guide to Running Successful Workshops & Seminars* Kristie Lorette, 2014-11-15. A typical workshop doesn't always sound intriguing, in fact it's something most people try to avoid attending. Still seminars are held each year in many fields and industries and usually none are alike. While thousands of executives, employees and other professionals dread hours of lectures and preaching, that the average conference involves the one you're planning doesn't have to be the norm. *The Complete Guide to Running Successful Workshops & Seminars* is your complete guide to putting together an effective conference that is sure to be a hit from start to finish regardless of your field and audience. In this new book you will learn the ins and outs of planning a workshop from general decisions about how long the event will last to the minute details such as where each person will check in and sit. This complete guide will teach you how to effectively target and communicate with your audience so you can give your attendees the information they were missing. You will learn about the basics of leading a training program such as what characteristics you should portray to show your authority and credibility as well as the general structural elements of a workshop, seminar and conference. This comprehensive book will help you define the reason why you are holding a workshop and will teach you to succinctly create an objective for your participants so that you are destined for success. You will even learn how to evaluate and measure your success during and after the event to prove your true effectiveness and determine your program's strengths and weaknesses. Filled with information about how to build a

budget planning scheduling and get funding for your workshop this book addresses the financial aspect of holding an hour day or weekend workshop so that you can adequately allocate your money This comprehensive guide has it all and will teach you everything you need to know to plan promote and present a conference      *Workshops* Jeff E. Brooks-Harris, Susan R. Stock-Ward, 1999-06-23 Clarifying the fine art of workshop design and facilitation this book aimed particularly at social workers is the ultimate guide to setting up and running a workshop The authors model takes account of experiential learning and individual learning styles Numerous examples and exercises are provided      *Brilliant Workshops* Cyrus Cooper, 2012 Covers Finding out what attendees need to learn Planning and designing the session Creating handouts and workbooks Presentation styles Managing group dynamics and Post workshop evaluation      **The Workshop** Jim Kingshott, 1994 A complete guide to designing and equipping workshops of all sizes from a small corner of a room to a structure built to be your ideal workplace Everything is included from lighting and layout to tool selection and specific design needs How to make floor plans use the right materials build the bench plus details on safety conversions hand and power tools care and storage of equipment and more

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