

A Workshop on how to do a workshop

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Learning Objectives



Describe the role of workshop presentation in the dissemination of scholarly work & promotion

Provide a comprehensive “blueprint” for developing & presenting a successful workshop

Outline ways to make your workshop count twice (or more ...)

In the medical field, workshops typically take place during regional or national meetings

Workshop



Brief

Seminar

Why Do People Attend Workshops?



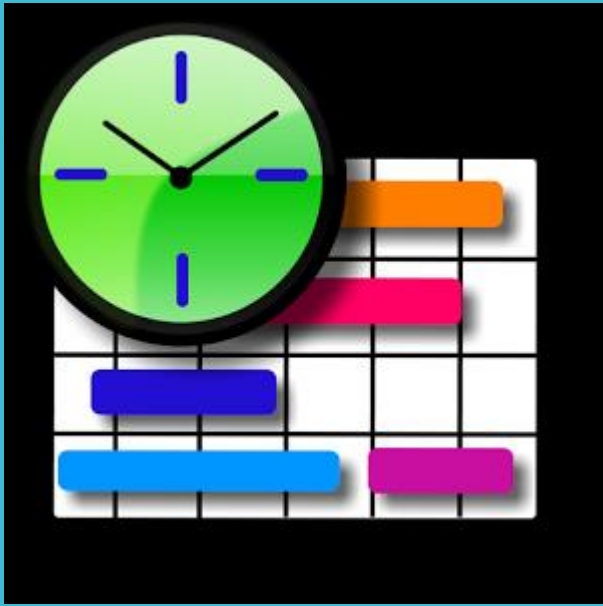
They provide a high-yield, interactive educational experience on an area of interest.

Topics are typically applicable to attendee's professional development or clinical, educational, or research area of interest.

Their learning format is more efficient, effective, and enjoyable than a large-group lecture or self-directed reading on given subject.

Allow for networking with colleagues.

Time table



**2 hours
Abstract**

**Development takes about
20 hours of time, split
amongst multiple
participants (usually 3-5)**

**Often 90
minutes**



A national Experiences

Collaborate with other experts in your area of interest from around the country

Hone teaching skills in front of a (perhaps) more sophisticated audience



Establish a “national reputation” important for promotion eligibility

Take your local work and disseminate it regionally / nationally



Workshop Development : From Start to Finish



Step 1: Choosing a Topic, Collaborators, & Venue



**advocating
for
yourself**

- **What Makes a Good Topic?**
- Features particularly key to success:
- Presenters are passionate about topic
- Topic is timely or potentially controversial
- Topic aligns with meeting's educational objectives
- Workshop provides opportunity for "hands-on" or skill-based practice or learning.

Must be narrow enough to be covered in appropriate depth within time allotted

Finding Collaborators



Consider their:

- Working style
- Expertise
- Career stage
- Availability
- Institution

Do they look like long-term collaborators that know well how each other works to you? ;-)



PRAGMA 17 Workshop in Hanoi, Vietnam.

Meeting Venue



Where to conduct the workshop ? Other considerations

- - Which venue are potential collaborators likely to attend?
- - Does the workshop I have in mind coincide with the meeting's educational objectives or theme?
- - Does the meeting call for workshop submissions or are presentations by invitation-only?

Step 2

- **Preparing the Workshop Submission:**

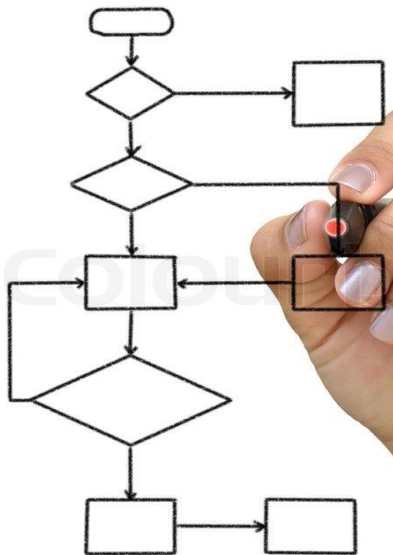
Structure

Abstract

**Learning
Objectives**



Workshop structure



- Workshops should have both didactic and interactive components, and large group and small group activities
- Didactic component is best for giving audience ?
- Interactive teaching methods include, among
- others:
- Case-based format.
- Learning or skills stations.
- Question/answer sessions conducted by small group facilitator.
- Team-based learning format.
- Ratio of interactive: didactics should ideally be about $\geq 3:2$

Writing the abstract

Its important for selling the workshop

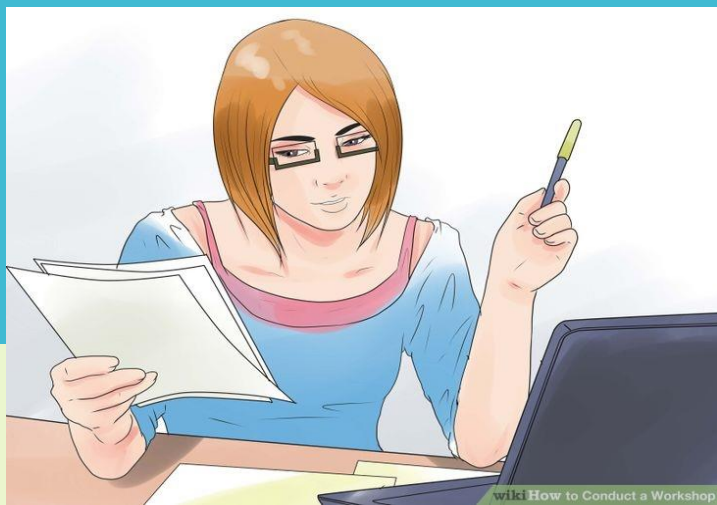
Identify the target audience by level of training or level of expertise

The abstract should be focused on 3 things?

Background

What the
attendee can
expect to
happen

What they will
take away



Learning objectives



- ❖ These should summarize what will the participant will be able to do after attending the workshop.
- ❖ Use "action words" rather than passive descriptors.
- ❖ Objectives should encompass the main learning tasks of the workshop for participants.
- ❖ Use the SMART format.

SMART Format for Learning Objectives



Effective Verb Choice

- *Define*
- *Demonstrate*
- *Describe*
- *Explain*
- *Identify* **Good (active)**
- *List*
- *Name*
- *Outline*
- *Select*
- *Summarize*

- *Learn*
- *Understand*
- *Know* **BAD! (passive)**
- *Realize*
- *Perceive*
- *Be aware of*
- *Be able to*

Example: A Workshop on How to Do a Workshop

Learning Objectives:

At the conclusion of the session, participants should be able to:

- **Outline** the essential elements of an effective workshop, including composition of specific measurable learning objectives.*
- **Select** a workshop topic from their own clinical, educational, or scientific interests and choose appropriate co-presenters.*
- **Identify** ways to convey learning points during a workshop using a variety of educational approaches including didactic, case-based, and written materials.*
- **List** effective ways to make workshops interactive or “hands-on.”*
- **Explain** how presenting a workshop at a regional or national meeting can enhance an academic physician’s body of scholarly work.*

Congratulations

Step 3: Planning & Developing the Workshop Presentation

- Delegation of Work



Optimizing the Preparation Phase



- Set a timeline with deadlines.
- Provide collaborators with guidelines.

Optimizing the Preparation Phase

~~UNPREPARED~~



- Didactics are usually in PowerPoint.
- Small group activities are often accompanied by written materials.
- Adhere to the meeting's deadlines for handouts or inclusion of workshop materials on website.
- Prepare take-home material for workshop where appropriate.
- Hold a “dress-rehearsal” practice session (locally or at the meeting).

Step 4: Presenting the workshop

Important Tips for Crinkle-Free Workshop:

- Arrive early to prepare the room.
- Get to know your audience.
- Don't deviate from the timeline.
- Utilize effective presentation skills and group facilitation strategies.
- Station someone at the exit door to collect evaluations.

Presentation Skills

"It takes one hour of preparation for each minute of presentation time."

-- Wayne Burgraff



Where Else
Can You Wear
That
Bridesmaid's
Dress?



Summery

An important component
to an academician's
teaching portfolio

Provide opportunity to hone
teaching skills, establish a
national reputation, and find
collaborators for other
scholarly activities.

Workshops

Once completed,
workshops can be
used as a springboard
for additional
scholarly activity

Keys to a successful workshop
include selecting a novel or
popular topic, choosing the right
collaborators, writing an effective
workshop submission, and
developing and presenting an
interactive session.

**Thank you
for your
attention**

