

Planning Your Workshop

Below are some things to think about in preparing your workshop. Take time to think through the entire time frame so that all of the elements complement each other. The main challenge is to stay focused with so much information to cover. It is best to prepare a beginner's workshop, followed by an intermediate and advanced workshop for those who are looking for more information. Myriad workshops can be centered on select topics such as creating a self-care plan, compassion fatigue in the workplace, supporting family caregivers or issues surrounding management compassion fatigue. Specializing in one area can also be productive and profitable.

Topic:

Name of Workshop:

Time:

Date:

Location:

Background: The background is the core of your workshop. Think about your topic - define it, present statistics and data, tell why it's important for participants to know about your subject, finish by stating the outcome of your workshop. This section can be as long or short as you'd like.

Goals & Objectives: List as many goals and objectives as you have, but be sure to write each one in a way that defines both the goal and the objective. (i.e., I will walk briskly 20 minutes each day in order to lose 10 lbs. in the next two months.)

Training Exercises: Think about different ways you can educate your participants. Remember, everyone learns in a different way. People are either visual (they need to see the information), audio (they need to hear the information), or kinesthetic (they need tactile learning methods). Try to include exercises and training methodologies that cover all styles of learning.

Whatever you choose to do, the Compassion Fatigue Awareness Project© thanks you and wishes you the best of luck!