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Digital TRAVELLERS

The Stages in a Workshop

Self-training Module

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AT THE END OF THIS MODULE…

…I will be able to…

- Design workshops in a structured way
- Structure workshops in a way that allows participants to grow in autonomy
- Adapt the structure of my workshops according to the needs of my public and to make my workshops more dynamic

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A basic template

For an educational sequence

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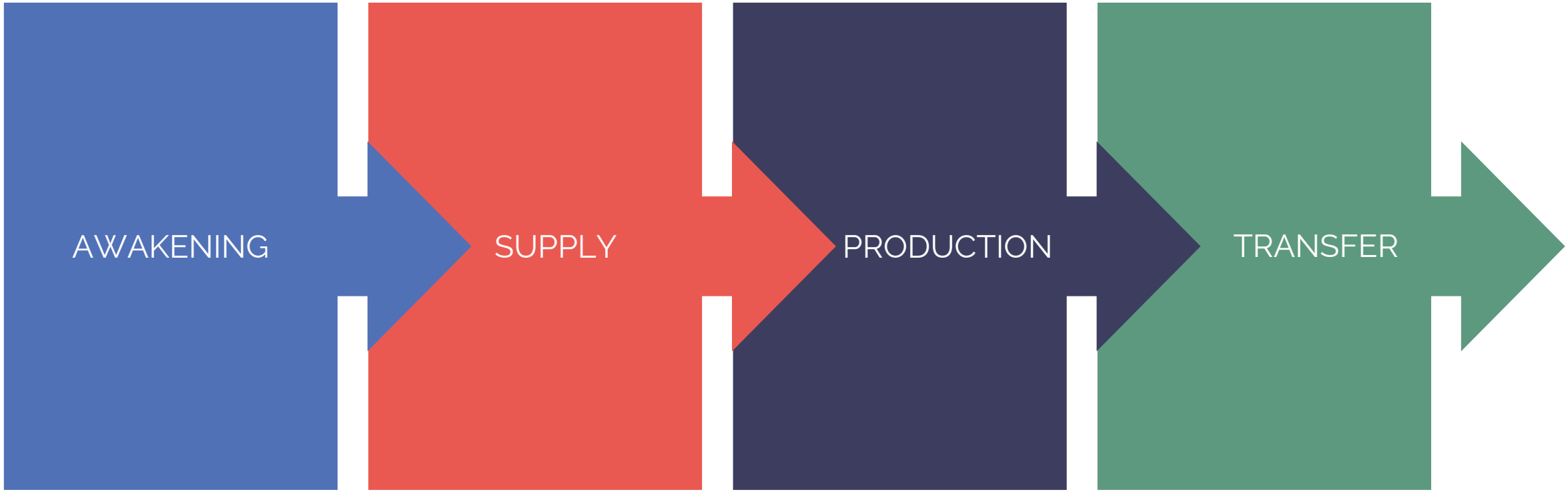
4 stages of a complete educational sequence



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The awakening stage

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AWAKENING

PURPOSE

- Let preconceptions emerge
- Understand potential obstacles
- Create links between pre-existing knowledge and skills and new ones

Example activity: Participants write worries and hopes on post-it notes and share them.

What other activities could I organise for the awakening stage of a workshop?

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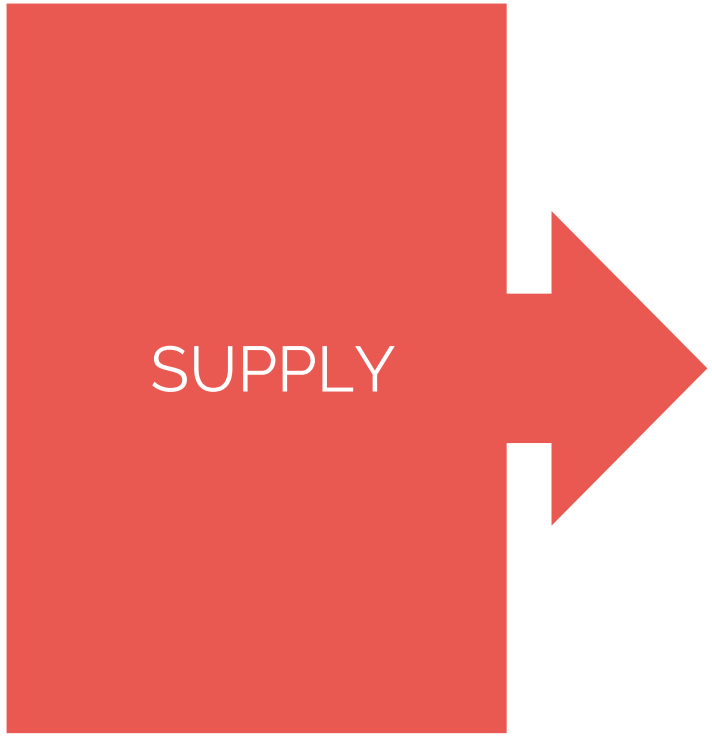
The supply stage



PURPOSE

- Introduce new content
- Learner discovers new knowledge or skill
- Explain, support understanding

Example activity: Presentation by the facilitator of a job search website and how to use it.

What other activities could I organise for the supply stage of a workshop?

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The production stage

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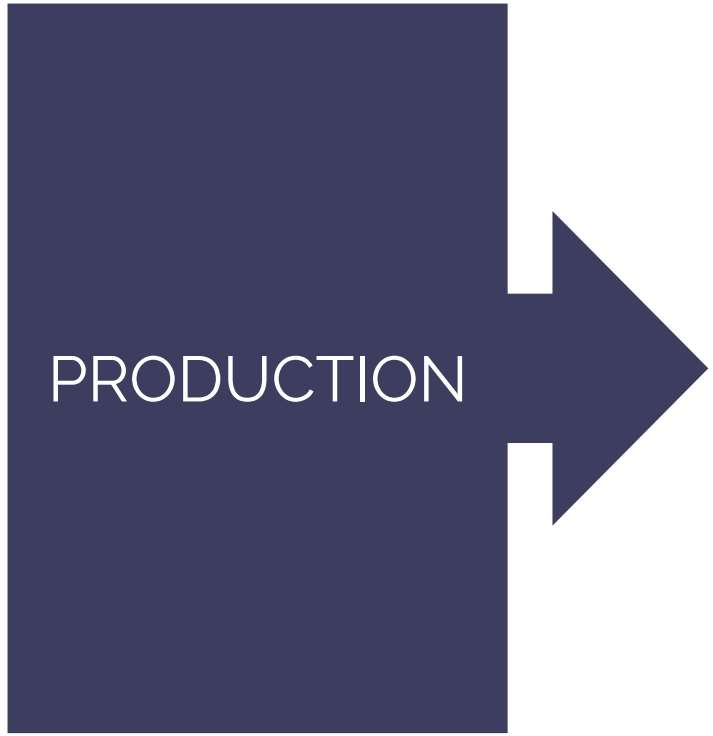

PURPOSE
Allow the learner to handle content in order to do a task, create new content, solve a problem...

Example activity: Participants carry out a job search on the same website shown by the facilitator before.

? What other activities could I organise for the production stage of a workshop?

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The transfer stage

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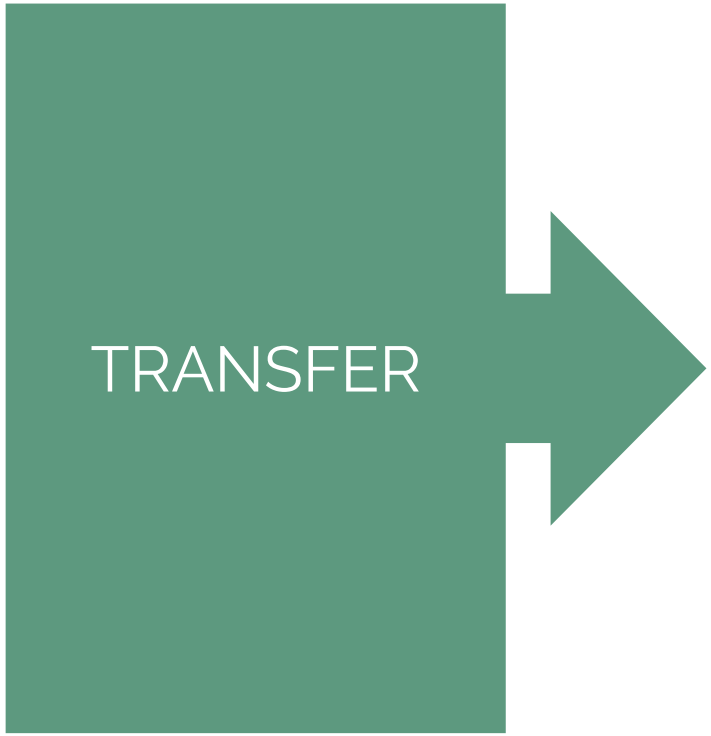
PURPOSE
Allow the learner to gain in autonomy by getting them to do a similar, but not identical task.



Example activity: Participants do a job search on a website of their choice which is relevant for them.

? What other activities could I organise for the transfer stage of a workshop?

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Combine...

...stages and cycles

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Stages feed into each other

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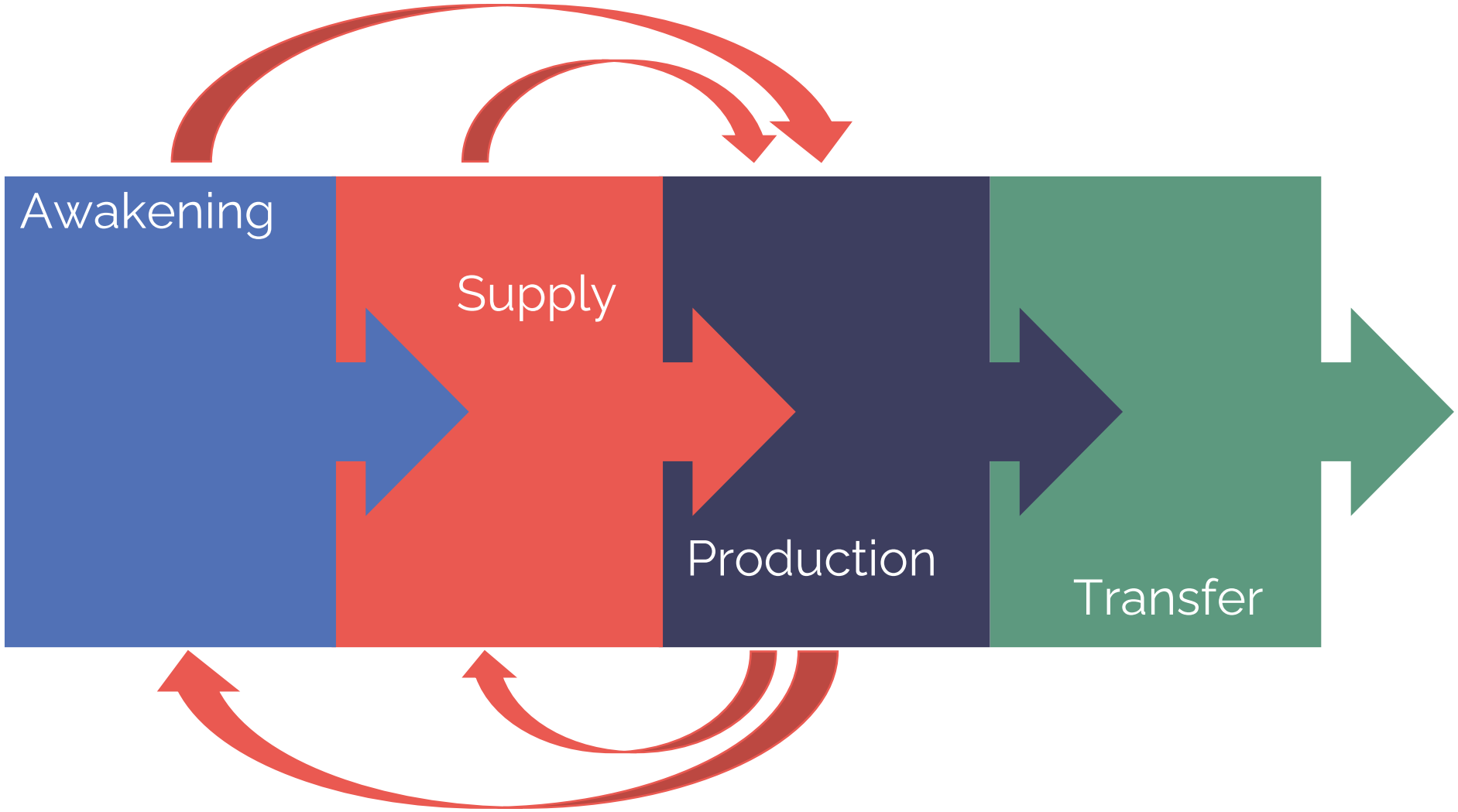

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Adapting the sequence
to make it more dynamic

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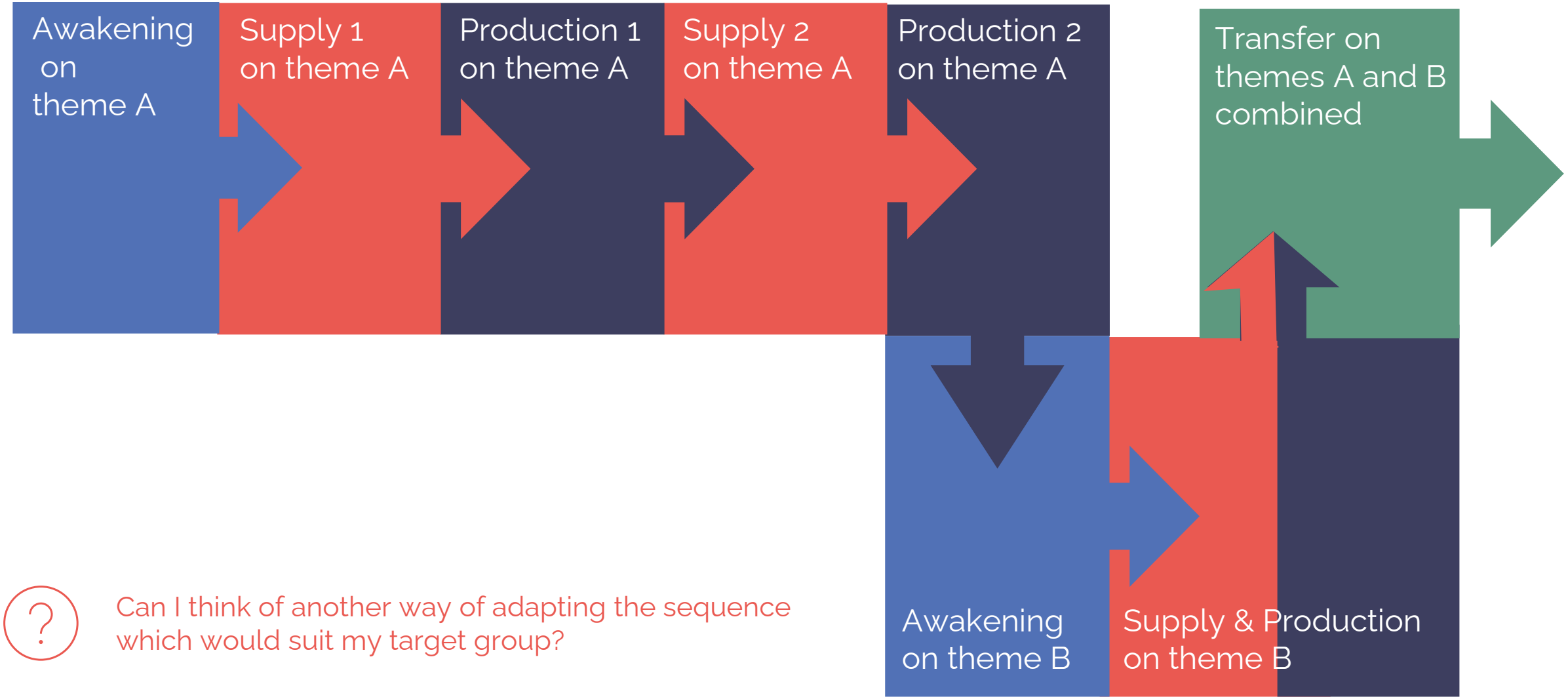

? Can I think of another way of adapting the sequence which would suit my target group?

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IN SHORT

What practical use is this educational sequence for me?

- Thinking in stages allows me to design my workshop in a structured way
  The basic sequence offers a simple template to organise practical activities in a (chrono)logical way.

- It also helps me to fulfil my role as facilitator
  My role as a facilitator is to help and support participants, in a gradual and dynamic way, build up their own knowledge, skills and autonomy, taking into account their preconceptions.

- Sequencing in stages with different types of activities allows me to create more varied, more motivating and more dynamic workshops
  Combining and interweaving stages with different purposes avoids dullness.
  Production and transfer stages bring meaning to learning.

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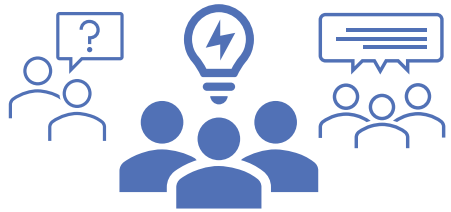
NEXT STEPS

In your training journey...

1. Consult other modules
   - My Role as a Facilitator
   - Working with Vulnerable Groups
   - Creating a Positive Learning Environment

2. Browse practical guidance related to this module
   - Guide: Planning a Workshop



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