

Hosting Workshops Guidance for Coaches

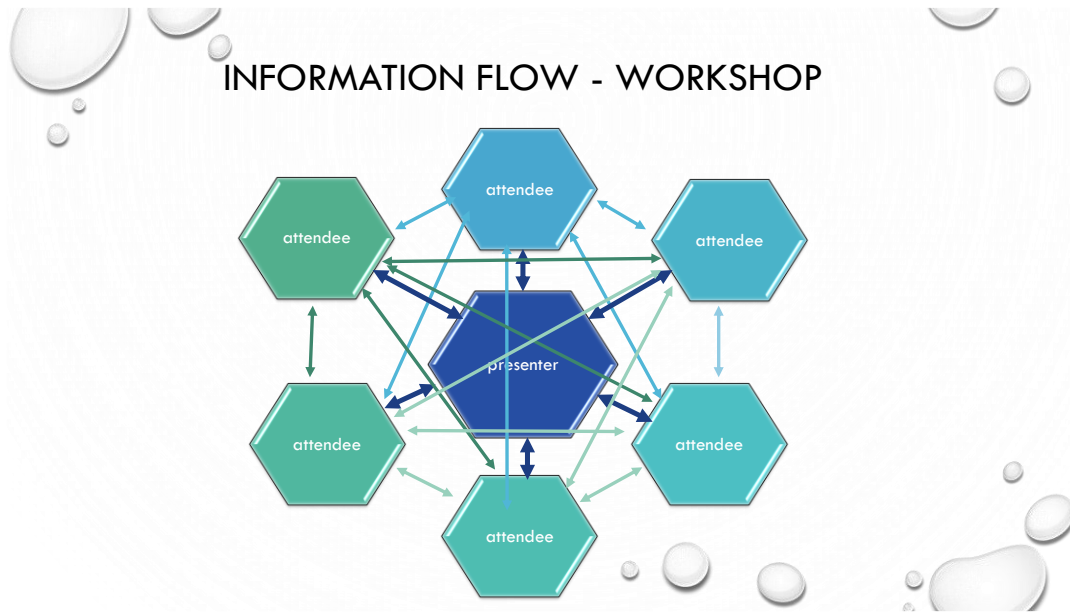
Workshops are examples of tasks set by NDC to the coaching teams to meet certain objectives. The contents of these workshops are held by HQ and updated periodically but this section is designed to assist you with presentation tips based on experience running these events.

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1. Workshop presentation tips

For workshops and seminars to be successful they must be interactive and not delivered in a presentation or tell manner. Workshops are about facilitation and learning through shared experience as the information flow below illustrates.



The ideal length for a workshop is 1-2 hours. Workshops:

- Should be informal and can be fun.
- Require active participation.
- Create an intensive learning experience.
- Support active engagement between attendees.
- Provide networking opportunities.
- Enable lots of points of view to be shared and discussed.
- Enable lots of examples to be shared.

2. How to facilitate a workshop

Where possible set up the room into smaller groups. Groups need to be small enough that everyone gets to speak as well as large enough that discussion can take place. Ideally this is 5-6 people.

Divide the workshop into segments then:

- Give some information.
- Discuss in groups.

- Give feedback and open discussion to the wider group.

3. How to lead a workshop

Remember you are the leader of the workshop and you are there to facilitate discussion. In order to do this:

- Be upbeat, open and enthusiastic.
- Be warm and welcoming.
- Move around the groups where possible and redirect if they have gone completely off track.
- Be all inclusive, do not allow groups to remain silent.

4. Diving Officers Workshop

4.1 Pre-event:

- Go through a copy of the Branch Officers handbook and Safe Diving booklet and mark up all the sections referred to in the presentation notes
- Read through all the slides.
- The first half of the slide deck takes about 1.5 hours and the second half about 20 minutes. This is because the conversation in the groups usually ends up covering the items on these slides in the general flow.
- Do not worry if you appear to have most of the presentation still to go.

4.2 On the day:

- Open by reminding everyone that this is a workshop and without their participation it won't work.
- Let them know you will be referring to your notes and you need to guide them through certain sections of the handbook.
- Ask for volunteers to read out the sections - you may need to read one or two but don't try and read them all.
- For the larger sections ask them to read it themselves then ask if there are any questions. If there are no questions pick out pertinent parts and ask them what they think of it.
- The hardest part is often trying to reduce the side tracking and bring the conversation back to subject but if the side trackers are moving the discussion to a future subject you can let it run. This saves time trying to push the discussion down that route later.

5. Know and Grow workshop

Everything relevant to the DO workshop above stands for this workshop. Where possible get updated statistics from HQ for the local clubs prior to the



workshop. Every slide in this workshop will facilitate some discussion. Ask everyone in the room for examples and what they do in their branch. Some attendees can get carried away explaining why something did or did not work for them. You may need to remind attendees that they should treat all the ideas at the workshop as a toolbox and they should choose the appropriate tool for the task in hand.

5.3 On the day:

- Try and pull up local examples of things that have worked to share.
- Attendees quite often get excited about new ideas so always ensure a 15-20 minute break to allow for further informal discussion. Post break ask them to share any new ideas they may have thought of or discussed.
- This tends to be a fun workshop and attendees often go away 'buzzing' with new ideas.
- Conversations will continue 30-60 minutes post workshop.
- Lots of new buddies and friends get made.
- Links get forged between local clubs that have historically ignored each other.
- Post workshop send out notes on all the items discussed.
- Add all the feedback into one set of notes which build up over time. This allows for continual learning and sharing between workshops.

6. Seminar presentation tips

Section to be added – to cover comms options / break out rooms – how to manage