Planning Multi-Day Tech Workshops

Audience

Who is your intended audience? Why would they attend this workshop?

- Demographics
- Background in the topic
- Relationship to each other
- Intended use

Overall Topic

What is the big picture of these workshops?

Overall Learning Outcomes

What will your attendees do with the skills learned?
Planning Multi-Day Tech Workshops

Logistics

Plan your logistics, including:

- Number of sessions
- Dates
- Location
- Equipment
- Snacks
- Capacity
- Registration
- Handouts / Collateral
- Accessibility
- Translation
- Instructors
- Documentation
- Recording
- Institutional capacity
- Replicability

Content

What content would you cover if you had just 1 session to cover the whole topic?

What about 2 sessions? 3, 4, 5 or 6?

Session Overview

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning Outcomes</th>
<th>Activities</th>
</tr>
</thead>
</table>

Assessment
### Sample Topics

<table>
<thead>
<tr>
<th><strong>Tech Topics</strong></th>
<th><strong>Learners</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>★ Web development</td>
<td>★ Busy professional adding to their skill set</td>
</tr>
<tr>
<td>★ Digital citizenship</td>
<td>★ Retiree who enjoys frequent vacations</td>
</tr>
<tr>
<td>★ Intro to programming</td>
<td>★ Job seeker returning to the workforce</td>
</tr>
<tr>
<td>★ Data visualization</td>
<td>★ Graduate student in the sciences</td>
</tr>
<tr>
<td>★ Digital media</td>
<td>★ Teen on summer break</td>
</tr>
</tbody>
</table>
Multi-Day Workshop Outline

Audience

Overall Topic

Overall Learning Outcomes

Logistics

Content

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date / Time</th>
<th>Learning Outcomes</th>
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Assessment