

## WORKSHOP / MEETING PLANNING REQUEST

Workshop/Meeting Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_ Registration: \_\_\_\_\_

Workshop Coordinator: \_\_\_\_\_ Admin Support Assigned: \_\_\_\_\_ Admin initials: \_\_\_\_\_

### Presenter Contact and Contract Information

Presenter: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

TERMS OF THE CONTRACT:  
 Honorarium: \$ \_\_\_\_\_ To be paid to: \_\_\_\_\_  
 Other Expenses: \_\_\_\_\_  
 Do hotel or travel arrangements need to be made? Specify: \_\_\_\_\_

### Workshop Specifics:

Room Reserved: \_\_\_ FED J.R.N. Conf. Room A \_\_\_ FED Small Conf. Rooms: B C \_\_\_ Off Campus: (See "Location" above)  
 Room Set-Up: \_\_\_ Classroom style \_\_\_ Horseshoe \_\_\_ Conference \_\_\_ Theatre Expected # of Participants \_\_\_  
 Registration table: Y / N Presenter's table: Y / N Equipment Needed: \_\_\_ Projector \_\_\_ Screen \_\_\_ Laptop  
 \_\_\_ PA System \_\_\_ Flip Chart/Easel \_\_\_ Workshop tote \_\_\_ Internet Access: Wifi password \_\_\_\_\_  
 Additional set up needs: \_\_\_\_\_

#### ☐ Initials

___ ___ Sign In Sheets ___ ___ Name Tags ___ ___ Food ordered: quantity: _____ ___ ___ Entered into Staff Development Matrix ___ ___ Packet filed in Staff Development File ___ ___ Entered onto FED Wide Calendar and Conference room Calendar (A, B, or C) ___ ___ Email the Help Desk - date of training & needs	___ ___ Unlock FED entrance - Email Help Desk the hours/timeframe: _____ ___ ___ Memo / Email Notice Sent Check groups that apply: ___ FED Wide SPED Teachers ___ FED ALL Staff ___ Paras ___ New Teachers ___ Principals ___ Supt's ___ Program Specialists ___ Other _____
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### Presentation Materials:

\_\_\_ \_\_\_ Handouts to be copied. If yes, quantity: \_\_\_\_\_ Agenda: \_\_\_ attached  
 \_\_\_ \_\_\_ CEU's to be copied # of hours: \_\_\_\_\_ \_\_\_ should appear in the meeting notice  
 \_\_\_ \_\_\_ CEU on back of agenda  
 \_\_\_ \_\_\_ Materials to be handed out at: \_\_\_ registration \_\_\_ during the presentation  
 \_\_\_ \_\_\_ Do any binders, folders, or other items need to be ordered for the handouts? (Attach PO)

### Online Registration:

\_\_\_ \_\_\_ Set up and uploaded to FED website \_\_\_\_\_ Registration Deadline date  
 Other information to be included: \_\_\_\_\_

### Assignments/Questions:

Workshop Coordinator's To Do List: \_\_\_\_\_  
 Other Special Needs/Requests: \_\_\_\_\_

**Keys to Adult Learning:**

- \*Relevant purpose/immediate application   \*Goal oriented/where are we headed?   \*Connected to past learning
- \*Self-motivated/Self-directed learners   \*Active engagement   \*Build technical   \*Knowledge & general skills

**Session Objectives** (What is the purpose of this training?): \_\_\_\_\_

**Supporting Data** (Why was this training topic selected?): \_\_\_\_\_

Learner Outcomes	Evaluation/Effectiveness (How will you know participants have acquired the knowledge or skill? How will you know the objective was achieved on the day of the training?)
1.	
2.	
3.	

**Follow-Up Strategies & Activities** (How will you support & sustain the learned skills/knowledge beyond the training? Evaluative Follow up, i.e. follow up survey, Teaching New Information, i.e. coaching):

Timeline: \_\_\_\_\_

**Professional Learning Strategies** (Which learning strategies did you incorporate into this plan? How will you implement the strategies during the training?)

- **Gaining/Maintaining Attention** (How will you gain/maintain participants' attention? Consider need, novelty, meaning, and emotion). Check all that apply:
  - Brainstorming/Discussion/Writing/Reflection
  - Reciprocal Teaching/Cooperative Learning/Peer Coaching
  - Drawing/Artwork
  - Role Play/Drama/Pantomime/Game
  - Humor/Celebration
  - Graphic Organizers/Visualization
  - Manipulatives/Models
  - Technology
  - Mnemonic Devices
  - Writing/Reflection
  - Movement/Music/Rhythm/Rhyme
  - Project/Problem-Based Instruction
  - Sharing Personal Experiences
  - Problem Solving
  - Assessment (Quiz, Audience Response System, Survey Monkey)
  
- **Content Chunks & Activities** (How will you structure the learning opportunities to engage adult brains?): Check all that apply

**Structure:**

- Small Group
- Large Group
- Individual Work
- Partner

**Technology:**

- PowerPoint
- Video/YouTube
- Websites

Other: \_\_\_\_\_