



# Structuring Your Workshop

Tips & Facts Sheet

A good workshop understands the audience, their needs and the knowledge and/or skills they need to better do their job.

With clear objectives and outputs, defining the required workshop structure and content becomes quite straight forward – namely – you just need to identify what is required to achieve each objective?



Clear objectives make for a good workshop

## Elements of a Workshop Agenda

**Title.** Have a simple, clear self-explanatory title

**Background** Briefly (1-2 sentences) explain....

- Why the workshop is being held (its importance and where it fits into the general framework of institutional or individual development)

**Participants.** Briefly describe who the workshop is for.

**Goal.** (Not always included) Define the larger general goal the workshop will contribute to.

### Objectives/Outputs

- Identify 3-4 major objective(s) for the workshop
- Identify outputs for the objectives – a way of deciding if the workshop has been successful

### Dates and time

**Logistics.** Identify what is needed to support the workshop?

- Venue (consider free from distractions, visibility of visuals, comfort, ...)
- Accommodation, food, Transportation
- Expense information

**Daily schedule.** Specify the activities (classes, demonstrations and visits) needed to deliver each output. Arrange in a logical flow specifying location and lead organizer.

### Materials and resource team

**Contact** to provide additional and/or clarify information

**Remember: Who is your Audience? What do they need? How can you best communicate with them?**





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## Example Agenda

**Title.** 2010 UC Davis Irrigation and Extension Short Course

### Background

The Ministry of Agriculture & Land Reclamation (MALR) requested UC Davis to provide a short-term training course for extension workers on on-field irrigation. The country has a series of extension development projects to pursue. This course is the first and highest priority.

### Participants

25 participants working in the national extension system:

- 1 supervisor; 19 from CAR (11 Agricultural Engineering Research Institute, 6 Soil, Water and Environment Research Institute, 1 Central laboratory for Agricultural Climate Ag. Extension Research Institute), 2 Faculty of Agriculture - University, 2 Extension, 1 Date Palm Research Center

**Goal:** Improve farmer incomes through empowered irrigation extension agents

### Objectives

The objectives of the training course are to:

1. Improve technical knowledge that will ultimately improve water use efficiency using different irrigation methods
2. Understand various extension methods effectively used in California
3. Improve ability to distill and deliver technical information to target groups
4. Develop a plan for implementation

### Outputs

1. Participants with greater understanding of irrigation and extension methods relevant to Egypt
2. Example extension materials developed by participants
3. Example delivery programs in the form of an Action Plan developed by participants for implementation upon their return to Egypt.

**Dates:** 6<sup>th</sup> -30<sup>th</sup> July 2010

### Location

International Programs office, demonstration fields (UC Davis) plus various sites in California

### Instructors

Instructor	Theme	Contact details
Dr X	Crop water use; Irrigation scheduling	<a href="mailto:X@water.net">X@water.net</a>

### Resource Materials

Irrigation Extension Manuals; Various handouts; Memory stick with presentations.

### Daily schedule

Day. Time	Theme	Lead	Location
0	Arrive, Rest and enjoy National holiday	Joe	Hotel
1. 8-9am	Opening, expectations and introductions	Mark	EH 1107
1. 9-10 am	Overview irrigation in California	Nick	EH 1107
1. 10-10.20	Coffee break		EH 1103
etc.			

**Contact.** Contact Dr Y (530) 0000 111



California's farmers use a range of irrigation methods (Photo IPO, UC Davis)



Originally prepared by Paul Marcotte and Mark Bell 2012

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