

Things to Remember in Planning Your Workshops

WORKSHOP BASIC COMPONENTS—These should be in every PLT workshop

Welcome and Overview

PLT History, Mission and Goals, State/National sponsors

Activities from the guide

Hike through the guide

Explore other PLT resources (website, standards correlations, etc.)

Individual Planning Time

Evaluation and Feedback

PreK-8 WORKSHOPS

- Must be six (6) hours of instruction
- Participants must experience a minimum of 5 activities
- Blended online/face-to-face workshops are available for the PreK-8 six-hour workshop. They require the participant to complete the “Intro to PLT 3-hour Pre-Workshop Course” at the PLT Shop webpage before the workshop and then complete 3 hours of face-to-face training...at which time participants will receive a printed guide. The lead facilitator should provide the state coordinator with a list of names and e-mails two weeks ahead of the workshop date. The state coordinator will handle the online portion of the workshop and provide a list of participants who have completed the online portion to the lead facilitator.

NOTE: Ideally, planning time for participants and participant led activities should be included in the workshop. With large workshops, this may not be possible.

SECONDARY WORKSHOPS

- Minimum of two (2) hours (recommended 3 hours) with one (1) hour added for each additional module
- Participants must experience a minimum of 2 activities

NOTE: It is very difficult to conduct a workshop in two hours and adequately prepare the participants to use the material effectively. A three hour workshop for a single module is much better and allows adequate time for reflection and participation in more than two activities.

PreK-12 WORKSHOPS

- Must be six (6) hour of instructions
- Participants must experience 5 activities
- Secondary teachers can meet separately in the afternoon for a 2 hour Secondary workshop or to conduct and discuss activities from the Secondary module.

PLT E-UNITS

- E-Unit workshops (Tremendous Science! K-2; Energy in Ecosystems 3-5; Carbon & Climate 6-8) are conducted face-to-face and require 4 hours. Participants receive a code to access curriculum materials online.

EARLY CHILDHOOD WORKSHOPS

- Minimum of two (2) hours (recommended 3 hours)

- Participants must experience at least 2 activities
- Activity stations work well with this module

NOTE: It is very difficult to conduct a workshop in two hours and adequately prepare the participants to use the material effectively. A three hour workshop for a single module is much better and allows adequate time for reflection and participation in more than two activities.

SPLIT Prek-8 WORKSHOPS (difficult to do effectively)

- Still must meet the six (6) hour and five (5) activity requirements
- Day 1: History, Mission, Goals, do 2 or 3 activities
- Day 2: give out Activity guides, hike through the Guide, do 2 or 3 activities, planning time, evaluation and wrap-up

<p>NOTE: Do not give out the Activity Guides during the first day unless it is a required course where you are assured that the participants will all return for the second session, such as a graduate course.</p>
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ENERGY & SOCIETY WORKSHOPS

- Minimum time requirement of 2 hours, but need 3 to 4 hours to do it right.
- Can be combined with the preK-8 or preK-12 six hour workshop
- Consider making this a full day workshop and incorporating expert speakers to discuss local energy issues and/or give tour of a local energy producing enterprise

JOINT WORKSHOPS WITH OTHER PROJECTS (WILD, WET)

- Prek-8 joint workshops must include 4-hours for PLT and cover the basic workshop components
- Early Childhood and secondary joint workshops must have at least 2 hours for PLT and cover the basic workshop components

OTHER SUGGESTIONS:

- Plan to have a minimum of 1 facilitator for every 10 participants
 - Best mix is an educator(s) and a natural resource professional(s).
 - The state coordinator can help you arrange co-facilitators for your workshop
- Try to restrict your workshops to a minimum of 15 participants unless agreed upon with the state coordinator in advance. Workshops of less than 12 participants are not cost effective and do not tend to be as interactive or productive.
- Always know your audience before planning the workshop.
 - Obtain a list of attendees and the grades they teach before the workshop if possible.
 - Consider adding special topics that would benefit your audience, such as a quick lesson in understanding and using state standards for natural resource profession audiences
 - Select only activities that match the audience grade levels and subjects.
 - Multidisciplinary activities that meet state curriculum standards are best for formal professional development educator workshops.
 - Activities for informal educator workshops (such as Girl Scout leadership workshops or natural resource workshops) can be more flexible to suit the needs of the audience.

- Always ask your contact what the goal and outcomes of the workshop are and find out the facilities ahead of time.
 - Are there trees, nature trails, fields, grassy areas, butterfly gardens, etc. available for activities?
 - Why does the principal or contact want to have a PLT workshop?
 - Do they have a nature trail that they want to use? Are they a EIC school? Do they team teach and are looking for multidisciplinary activities? Are they pre-service teachers?

REMEMBER EACH WORKSHOP IS DIFFERENT AND THE BEST WORKSHOPS ARE DESIGNED TO MEET THE NEEDS OF THE PARTICIPANTS AND PARTICIPATING ORGANIZATION.

ALSO REMEMBER THE COORDINATOR IS THERE TO HELP YOU PLAN AND PREPARE! DON'T BE AFRAID TO ASK FOR THE ASSISTANCE!