WORKSHOP MASTERY

WELCOME. MY NAME IS ROB.

THIS IS A SAMPLE WORKSHOP PLAN FROM MY BOOK "WORKSHOP MASTERY".

PLUS ROOM LAYOUT PLANS!

Find out more about the book here :
https://www.cultivatedmanagement.com/workshop-mastery/

Other Books and Resources

Find more about the Workshop Mastery book :

https://www.cultivatedmanagement.com/workshop-mastery/

01 ## Zero to Keynote - Book

A field-guide for the budding conference speaker. Learn how to generate talk ideas, get your proposal accepted, structure a talk, communicate like a pro and deal with nerves, plus more

Find out more : https://www.cultivatedmanagement.com/zero-to-keynote/

02 ## Take A Day Off - Book

A book about ignoring the siren call of the masses, the daily grind and the never take a day off mentality.

Find out more : https://www.cultivatedmanagement.com/take-a-day-off-the-book/

03 ## The online communication workshop

An online course book for anyone looking to improve their communication skills and behaviours.

Find out more : https://www.cultivatedmanagement.com/online-communication-course/

Workshop Plan

What follows is a sample plan for you, based on the real plan for my award-winning communication "superpower" workshop.

This workshop moves around various conference circuits, and is also a firm favourite with clients. I have run this workshop over 170 times now. Each time I run the workshop, I improve it. You can read more about the need to improve in the book.

The following structure contains:
* The timings for a full-day workshop
* The included sections for a half-day workshop - the 1/2 notes inclusion for half-day
* The "methods" explaining which teaching methods I am using - read the book for more on these
* The content outlines the relevant learning topic at hand

I use this same structure for all new workshops. My 10 behaviours, zero to keynote and problem solving workshops follow this same broad structure.

It uses the inductive learning method (more in the book) - essentially starting with principles and working outwards from there. Another way to consider this inductive learning method, is that it goes from simple to complex. Or theory to practical.

There are regular "review" teaching methods baked in, to ensure students have comprehended the learning point.
"Reviews" are essential to ensure you're not going too fast and people can't keep up, or you're going to slow and creating dullness - which should be avoided at all cost.

INTRODUCTION

1. Welcome
2. Health and Safety (Fire alarm)
3. Rules and Guidance (No laptops, live on air etc)
4. Drawing Game (Energise, out of seats, active participation, fun, laughter, safe environment)

METHODS

- Lecture
- Stories
- Interactive / Practical
- Visuals

TIME

9:00 AM

DURATION

10 Mins

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WHAT DO YOU WANT TO LEARN? 1/2

1. Post-it notes for room
2. One learning per note
3. Add to flipchart
4. Affinity Map
5. Call out to room
6. Go through groupings

METHODS

- Interactive / Practical
- Conversational
- Review
- Lecture
- Visuals

TIME

9:10 AM

DURATION

10 Mins

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1. Post-it notes for room
2. One learning per note
3. Add to flipchart
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METHODS

- Interactive / Practical
- Conversational
- Visuals
- Lecture
- Exemplar
- Stories

TIME

9:20 AM

DURATION

10 Mins

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POWER AND INFLUENCE

1. First Impressions Game (group activity)
2. Relationships
3. Influence
4. Confidence and Assertiveness
5. Power
6. DISC (group activity)

METHODS

- Interactive / Practical
- Conversational
- Comparative - different styles
- Lecture
- Exemplar
- Stories
- Visuals

TIME

9:30 AM

DURATION

30 Mins

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COMMUNICATION MODELS

1. Communication Example
2. Noise
3. Models
4. Guiding Principle (self-explored)
5. Questions and Conversations to drive out the underlying core principle (everything ladders on this).

METHODS

- Interactive / Practical
- Conversational
- Comparative - different styles
- Lecture
- Exemplar
- Questioning (review)
- Visuals

TIME

10:00 AM

DURATION

30 Mins

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BREAK

1. Walk the room
2. Open windows
3. Adjust temperature
4. Set tables for puzzle game

METHODS	TIME	DURATION
	10:30 AM	15 Mins

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PUZZLE GAME - COMMUNICATION IN ACTION

1. Game rules
2. Run game
3. Reflect on communication principle
4. Introduce wider elements
5. Tie examples back to work
6. Tie back to core principle (PAC)

METHODS

- Interactive / Practical
- Conversational (lessons from the game)
- Reflective (lessons from the game)
- Review (check comprehension of core principle)
- Comparative - different strategies
- Lecture
- Exemplar
- Questioning (review)
- Stories
- Visuals

TIME

10:45 AM

DURATION

30 Mins

NON-VERBAL SUPER POWER 1/2

1. Demonstrate each one
2. Volunteers when needed
3. Active listening activity

METHODS

- Interactive / Practical
- Conversational
- Review (check comprehension of core principle)
- Lecture
- Exemplar
- Stories
- Visuals

TIME

11:15 AM

DURATION

1 Hr 15 Mins

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LUNCH

1. Reflect
2. Rest
3. Eat
4. Prep for PM session
5. Air the room

METHODS

TIME
12:30 PM

DURATION
60 Mins

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WRITING

1. Introduce
2. Content cover
3. Writing examples
4. Writing must be valuable
5. Tie back to PAC - all writing has a purpose, audience and context
6. Interactive "write-around"
7. Postcards to self (reflect and review)

METHODS

- Interactive / Practical
- Conversational
- Review (check comprehension of core principle)
- Lecture
- Exemplar
- Stories
- Reflection

TIME

13:30 PM

DURATION

30 Mins

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THE COMMUNICATION POSTER

1. Split to groups
2. Introduce the task
3. Create the posters in teams (stickers and pens)
4. Present Back to room (ask room to feedback on everything covered during the day)
5. Reviews after each presentation

METHODS

- Interactive / Practical
- Conversational
- Review (check comprehension of core principle)
- Exemplar
- Stories
- Visuals

TIME

14:00 PM

DURATION

45 Mins

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BREAK

1. Walk the room
2. Open windows
3. Adjust temperature
4. Gather materials for DISC activity

METHODS

TIME

14:45 PM

DURATION

15 Mins

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DISC GAME

1. Split to groups
2. Discuss how they will approach it differently
3. Introduce the activity
4. Activity
5. Present Back - highlight how during the activity different styles were present
6. Reviews after each presentation
7. Identify that style is important in communication
8. Open discussions

METHODS

- Interactive / Practical
- Conversational
- Exemplar
- Stories
- Comparative
- Questions (check comprehension)
- Visuals

TIME

15:00 PM

DURATION

45 Mins

17

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NETWORKING

1. Introduce
2. Discussion points around everything learned today - how will it help with networking
3. Reflect on core principles
4. Example with volunteers
5. Practical
6. Playback / discussion on the elements covered and guiding principle - and how it applies to networking

METHODS

- Interactive / Practical
- Conversational
- Review (check comprehension of core principle)
- Lecture
- Exemplar
- Stories

TIME

15:45 PM

DURATION

45 Mins

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CLOSE AND COVER CONTENT

1. Go through initial learning expectations
2. Cover off anything not covered
3. Q&A
4. Handout - walk through it
5. Where to find further information
6. Thank you and close

METHODS

- Conversational
- Review (check comprehension of core principle)
- Lecture
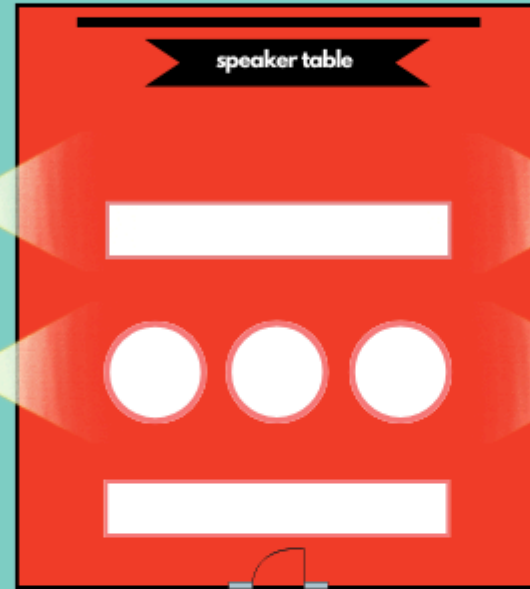- Questions
- Stories

TIME

16:30 PM

DURATION

30 Mins

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Room Layouts

a selection of room layouts.

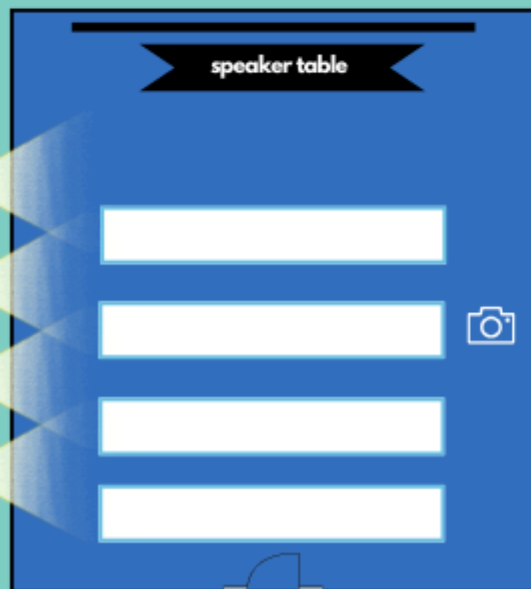these are examples of layouts I've worked with
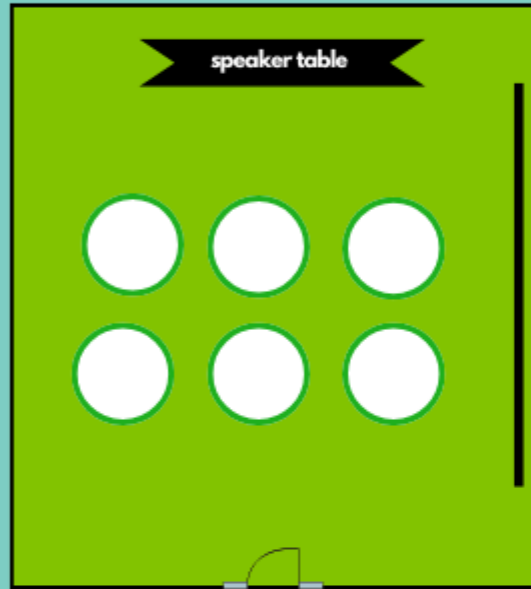
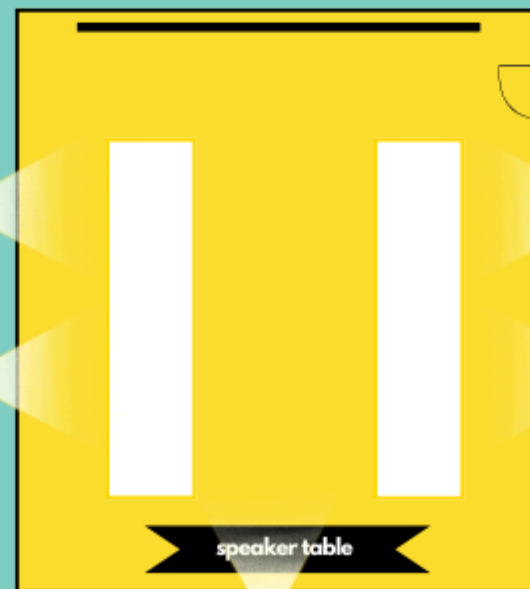**banquet style.**
no natural light, awkward screen location — 5/10

hybrid style.
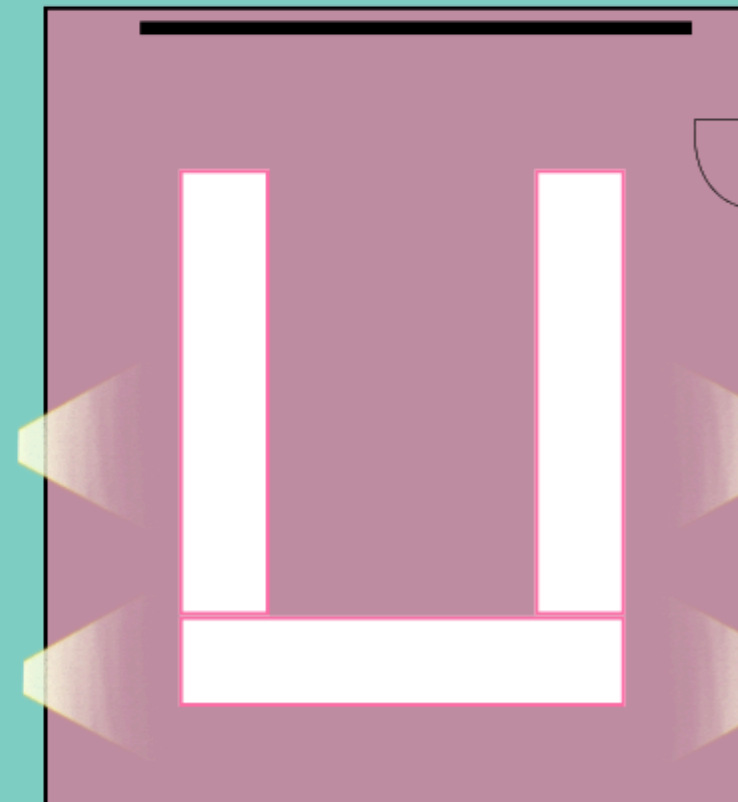great light, that desk layout...wtf? — 4/10
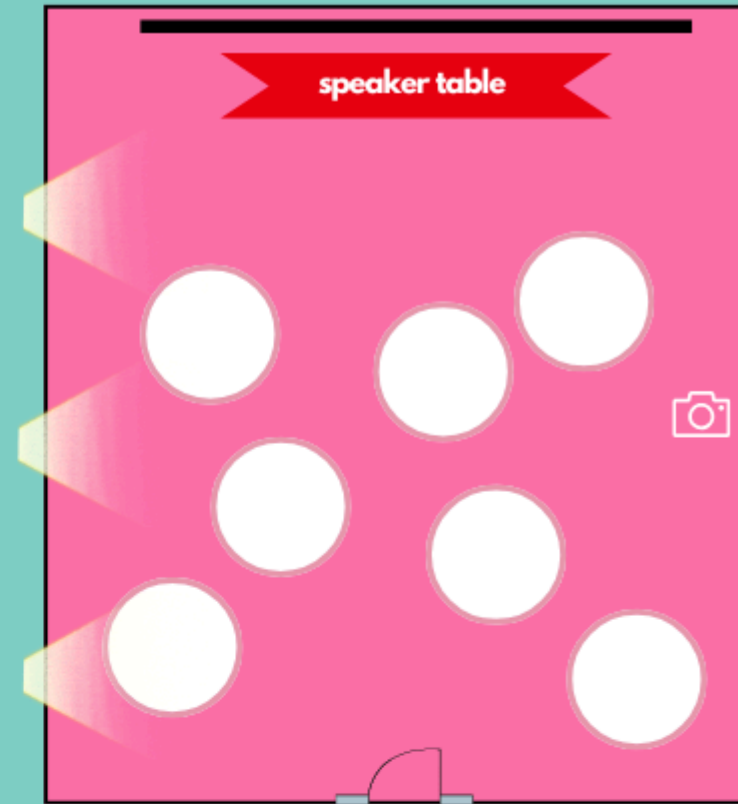
banquet style.
good natural light, nice layout, good format — 10/10

lecture style.
lots of light, not so suitable for practical or interactive workshops — 2/10

Lesson style.
great light, nice format — 8/10

office u-style.
good natural light, nice layout, good format — 9/10

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THANK YOU

Thank you for taking the time to work through this sample plan.

If you've already purchased the book, thank you.

Find out more about the book here :
https://www.cultivatedmanagement.com/workshop-mastery/

Thanks
Rob..