Continuing Education Workshop Proposal Guidelines

An excellent workshop has several key elements. Look to incorporate the following areas:

**Depth, Not Breadth:** It is common to attempt to squeeze too much content into a workshop - thus creating a workshop that is rushed and too broad. As you decide on workshop content, take time to determine what is *most* essential and expand upon these topics with new layers of depth. In addition, it can be a challenge to find the right balance of difficulty level; however participants generally prefer to be challenged over being bored.

**Balance:** Look to provide a balance in the workshop between theory/current research/ and applied skills. Research and theory are essential and provide context; participants are often most interested in taking home new skills.

**Engage:** Knowing your topic is not enough. Look to design a workshop that *engages* participants with a well-paced mixture of learning activities (lecture/demonstration/activities/audiovisual/humor).

The standard workshop duration is 6 hours (5 hours of instruction, 1hr lunch, 15 min am/pm break). When submitting a workshop proposal please include the following information:

1) A description of the workshop including:
   a. The workshop title (clear and engaging)
   b. Primary skills or concepts to be learned
   c. Specific goals and learning objectives

2) Time specific workshop outline – from introduction to conclusion including methods to be used in each section (e.g. lecture, case discussion, demonstration, role-play, small group activities)

3) Catalog Description
   a. 3 - 6 sentences describing the workshop for use in the catalog
   b. The description should engage the reader, promote interest, and describe what the participant will receive by attending

4) Bibliography
5) Electronic copies of any handouts
6) Resume of the instructor
7) Any additional qualifications/experience demonstrating topic expertise