

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/References
- 5) Digital copies of any handouts
- 6) Resume or CV of the instructor(s)
- 7) Any additional qualifications/experience demonstrating topic expertise