**The “How to Guide” for Coordinating a Workshop (with a partner)**

**Stages:**

1. Planning
2. Delivery
3. Evaluation
4. Future planning
5. **Planning**

Circular process carried out in tandem with events team linear timeline. Both content and process elements need to be considered/

**Content**

* 1. Topics and date
	2. Venue
	3. Desired final outcome (inc learning objectives and abstract)
	4. Speakers
	5. Relevance – curriculum, BEACH etc
	6. Interweave Aboriginal and Torres Strait Islander health
	7. Be prepared for the unexpected

**Process**

1. Arrange a planning meeting with your co-coordinator as soon as possible
2. Decide on workshop “style”– check venue suits this plan
3. Create a draft outline/program for the day
4. Identify potential speakers
5. Assign tasks
6. Copy each other into correspondence (failsafe mechanism)
7. Approach potential speakers
8. Finalise list of speakers and program
9. **Delivery**
	1. Ideally both coordinators should be available in case of illness
	2. Decide in advance who will step in if a speaker doesn’t arrive and what you’ll do
	3. Chair to arrive early and check with events team that everything is in order and if any additional messages need to be delivered
	4. Chair to liaise with speakers on how they will advise time keeping
	5. Feedback – explicitly tell audience if a change was made to session from previous evaluations in order to “close the loop” and reinforce the importance and utility of feedback
10. **Evaluation**
	1. Determine method and timing
	2. Disseminate feedback
11. **Future workshops (succession planning)**