Workshops That Work

Workshops, seminars, and small-group sessions feature hands-on activities and audience involvement. Include the following segments to develop dynamic workshops.

Welcome and Introduction:
• Be brief.
• Let your audience know you're glad to be there.
• Explain why you are leading the group.
• Make the audience feel important.
• Start with a catchy story or mixer.

Write an idea for a welcome and introduction:

Body:
• Tell what you hope to accomplish.
• Ask what the group hopes to learn.
• Present facts, figures, and information in an interesting way.
• Include information on specific FCCLA projects and programs.
• Involve the audience—do activities that make people move and mingle.

What's the most important thing to do in the body of the workshop?

Summary and Commitment
• Summarize the major points briefly.
• Allow time for questions and discussion.
• Challenge the group to a further commitment.

Why would you summarize and challenge the group at the end of the presentation?