

Workshop Tips and Guidelines

- Preparation is the key to a successful workshop. Instructors should rehearse and pre-plan the entire workshop in advance.
- Set class size to a level you can manage. More complex workshops should be smaller to allow for adequate student interaction. 6 - 10 is optimal but we have done workshops as large as 20 when experienced instructors use assistants.
- Design your workshop so students can complete a project by the end of the class. They should experience the flow from the beginning to end of the art making cycle. Plan and prepare materials accordingly. Encourage students to come back to the studio to refine and share their new skills.
- Preplan and organize materials into kits with ample amounts for all students. Prepared handouts with articles, examples, written instructions, tools and materials, where to find/buy supplies etc. are very helpful to anchor your instruction and are strongly recommended.
- Structure the workshop into segments using the teaching cycle of “tell - show - practice - do”. During the practice let students explore the topic while you offer feedback and clarify process steps.
- Let experienced students work independently while occasionally checking in allowing them ask you for assistance when needed. Focus more time on the less experienced students repeating step-by-step instructions and giving encouragement. Assess experience levels by asking everyone at the beginning of class.
- Prepare examples in advance to illustrate how work evolves at incremental steps of completion.
- Arrive at least 30-45 min. early to set up: tables, extension cords, materials, etc. Possibly earlier if you have many work stations to set up.
- Consider bringing a helper even if you think you don't need one. When they are not needed they can participate. OFFCenter staff may be able to help but let them know what you need in advance.
- Allow at least 20 minutes of group clean up time so you are not stuck with all of it after every one leaves. Incorporate filling out evaluation sheets in this time slot. Workshop evaluation sheets will be provided by OFFCenter and must be handed out to each student at the end of the class. Instructors should encourage students to fill them out and return them face down to a designated location. An average score of 4 out of 5 or greater is our goal.