



Workshop Tips and Guidelines

Preparation is key to a successful workshop. Pre-plan and rehearse the workshop in advance.

Set class size to a manageable one. More complex workshops should be smaller to allow student interaction. 6 - 10 is optimal but larger workshops are do-able when experienced instructors use assistants.

Design your workshop so students can complete a project and experience the beginning to end of the art-making cycle. Encourage students to come back to the studio to refine and share their new skills.

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.

Preplan and organize materials into kits with ample amounts for all. Handouts with articles, examples, written instructions, tools and materials, where to find/buy supplies etc. are strongly recommended. Prepare examples in advance to illustrate how work evolves at incremental steps of completion.

Let experienced students work independently while checking in occasionally and allowing them ask you for help as needed. Focus on less experienced students repeating step-by-step instructions and giving encouragement. Assess experience levels by asking everyone at the beginning of class.

Arrive at least 30-45 minutes early to set up tables, extension cords, materials, etc., 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're 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're not stuck with all of it! Incorporate filling out evaluation sheets into this time slot. Evaluation sheets are provided by OFFCenter and must be given to each student. 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.