

WORKSHOP LEADER



AIMS AND OUTCOMES:

- Know the main responsibilities involved in being a workshop leader.
- Be able to plan a short workshop.
- Be able to share a skill/ talent you have with others.
- Be able to review your work and take on feedback from others.

HELPFUL LINKS:

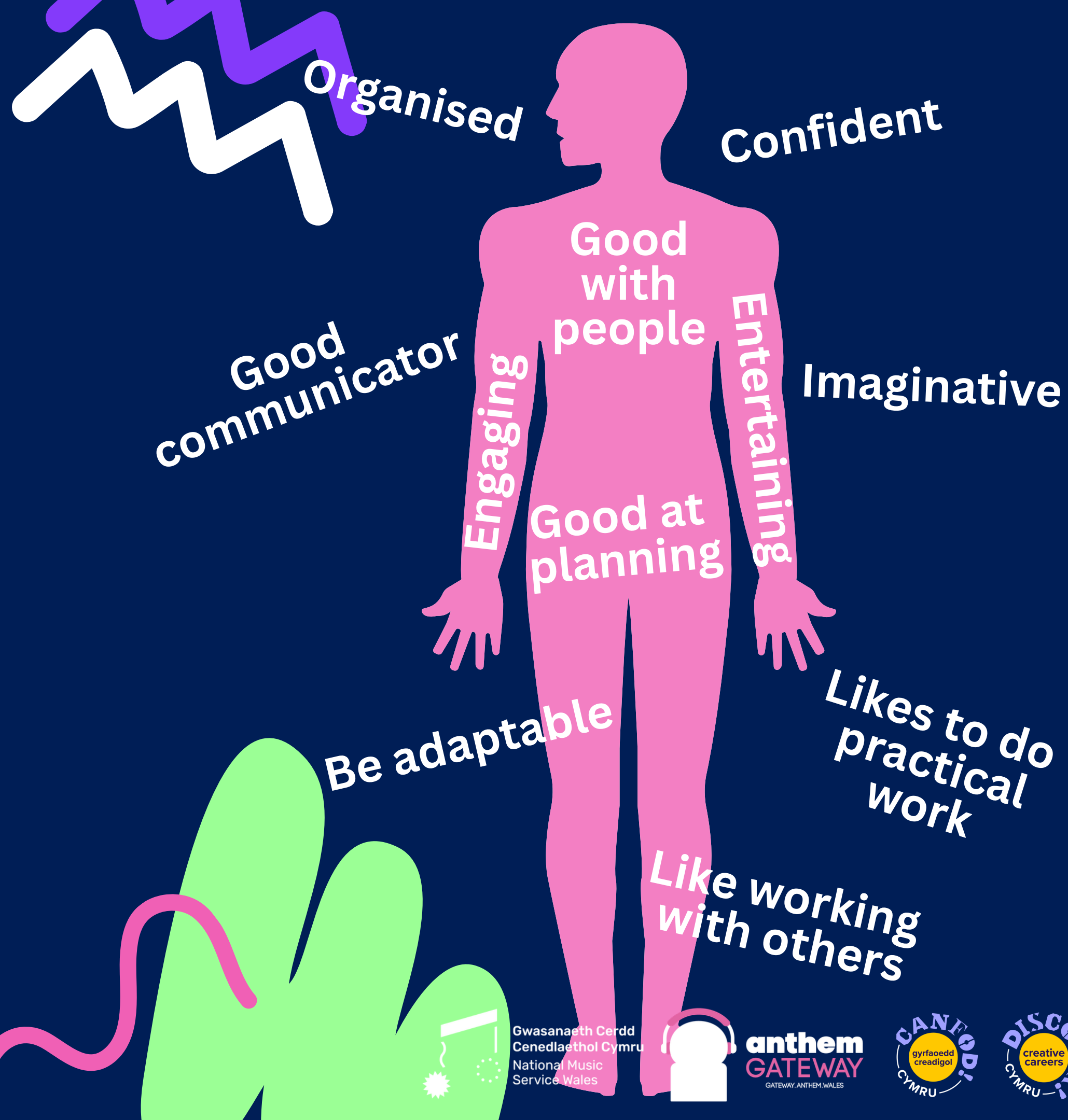
Use the link below to Anthem Gateway to explore resources to help to explore the role of a workshop leader

[Workshop Leader | Anthem Gateway](#)

A Workshop Leader is...

Q

What skills and personality does a workshop leader need?



Explore

Q *What are the main responsibilities of a workshop leader?*

Before the workshop

- Speak to the client about what they want/need.
- Plan all activities in the workshop.
- Prepare all resources.
- Travel to the venue and set everything up.

During the workshop

- Deliver all parts of the session.
- Get everyone involved
- Help support learners.
- Answer questions.

After the workshop

- Clear away equipment.
- Gain feedback to help with future workshops.
- Book future workshops.



Gwasanaeth Cerdd
Cenedlaethol Cymru
National Music
Service Wales



anthem
GATEWAY
GATEWAY.ANTHEM.WALES



Planning your Workshop.

Choose your skill to share

- What skill / knowledge do you want to share?

Plan an introduction

- How will you get everyone listening and joining in?

Plan the main skill/ task

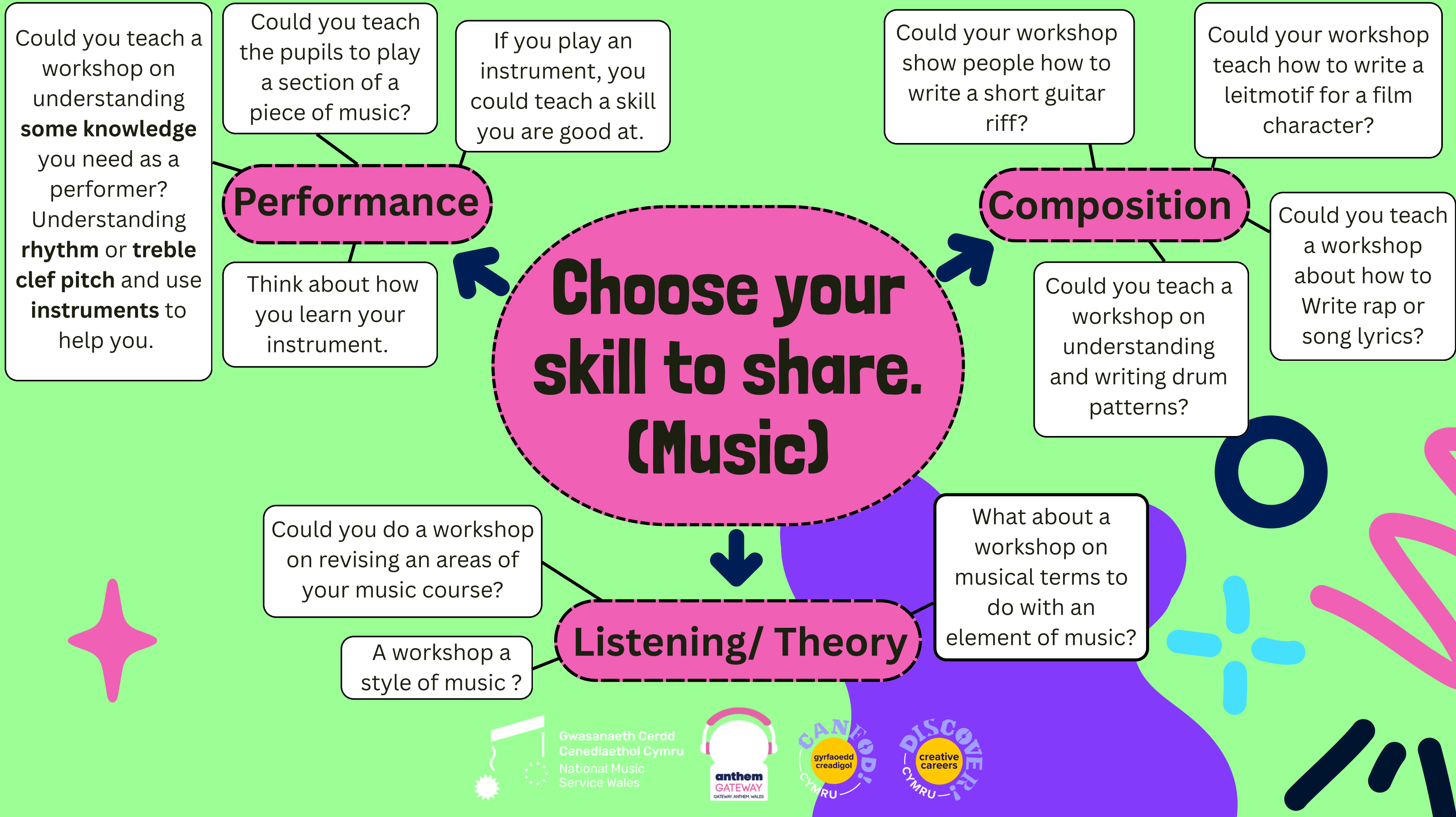
- What will you do as your main task?

Plan a review to check understanding

- How will you check what they have learnt/ understood.

Practice your workshop with a friend

- How will you get everyone listening and joining in?

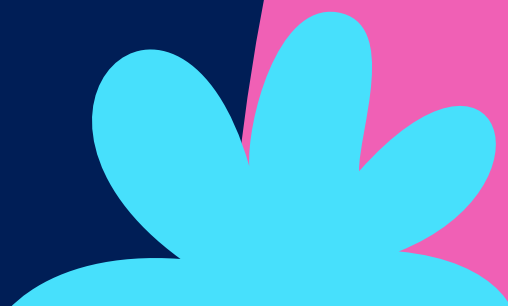
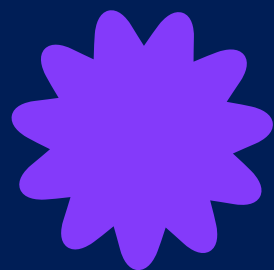


Decide on the title of you workshop

The aim of my workshop is to:

Teach people how to start writing rap lyrics.

Title: RAP IT UP!



Plan an introduction

How will you get peoples attention?

Will you play music or a video to set the scene or to ask people questions about it?

Will you ask people what they already know?

Will you give people a short opening task to see what they can do?

Will introduce yourself and demonstrate what you want people to do in the session?

Will you do a warm up activity?

Plan an introduction

Introduction

How will you get the attention of the people in your workshop?

Setting small time limits helps you to see how long your activity will be

Make a list of what you will need to help you to do the task.

Use short tasks to keep the groups attention

What will I do..	What the participants will do..
2 Minutes – Introduce myself and explain what the workshop is about.	Use white boards / paper to write down what the main features of rap music are.
3 minute – play a clip about what rap music is and where it has come from	Share their ideas with the group for us to discuss.
5 minutes – ask the group to share their ideas with all.	
What resources will I need to help me? • Laptop and screen to show clip • Whiteboards or paper	

Start with a task that shows you what they already know or helps to set the scene

Getting people to share their ideas encourages people to work together and start conversations



Gwasanaeth Cerdd
Cenedlaethol Cymru
National Music
Service Wales



anthem
GATEWAY
GATEWAY.ANTHEM.WALES



Plan the main skill/ task.

What will people be learning to do in your workshop?

Choose the task/ or skill you will be working on.

Break it down into small steps.

Demonstrate what the group need to do.

Give time for the group to work on the skill.

What will you do help whilst the group take part in the activity?

Plan the main skill/ task.

Remember to set timings for tasks

Make a list of what you will need to help you to do the task.

Say what you want people to be able to do

Use short tasks to keep the groups attention

Main activity.

What will be the main task for you to teach and for people to take part in?

What will I do..	What the participants will do..
What resources will I need to help me?	

Plan a review to check understanding.

How will you check understanding?

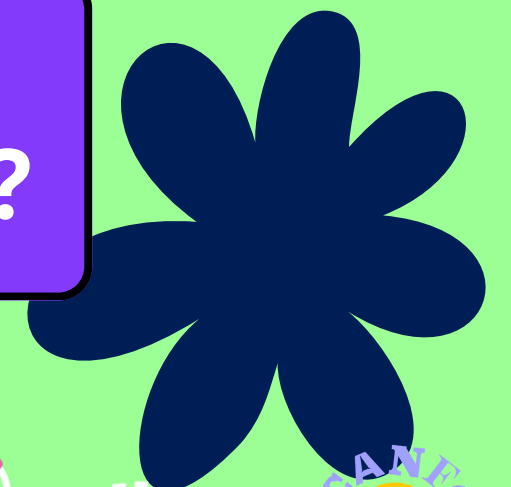
Will you ask people to perform what they have created?

Or share their work in a different way?

Will you ask questions?

Will you ask people to observe each other and feedback?

Will you discuss anything as a group?



Gwasanaeth Cerdd
Cenedlaethol Cymru
National Music
Service Wales



anthem
GATEWAY
GATEWAY, ANTHEM, WALES



Plan a review to check understanding.

Review - What have people learnt?

How will you check participants understanding?

Remember to set timings for tasks

Make a list of what you will need to help you to do the task.

What will I do..	What the participants will do..
What resources will I need to help me?	

Say what you want people to be able to do

Plan a task that brings the learning done together

Deliver your workshop

Now that all your planning is complete get ready to deliver your workshop.

Feedback - Ask the participants to share their thoughts

What did you enjoy the most in this session? / What have you learnt? / What skills have you developed?

What do you find the most challenging part of the session and why?

What suggestions do you have for future workshops?

At the end of the workshop, you could ask people to fill in a feedback form to help you review how it went.



Gwasanaeth Cerdd
Cenedlaethol Cymru
National Music
Service Wales



anthem
GATEWAY
GATEWAY.ANTHEM.WALES

