Congratulations! You have been asked to facilitate a workshop in the FSC. This means that we believe in your ability to convey important issues/strategies/skills to other faculty members in an interactive and engaging way. We've provided some guidelines and strategies to help you plan for this workshop. If you ever have questions, want feedback or ideas, or need someone to brainstorm with, please contact Cindy Walker or Grace Reotutar in the Faculty Success Center.

Important Info for Planning:
- Workshops are one hour, usually during college hour
- Located in the workshop room in the FSC (couch area is an option if no multimedia is needed)
- The workshop room has a projector/computer/video conference equipment/audio/white board available
- Expect anywhere from 2 - 20 faculty (both adjunct and full-time) to attend your workshop. Promote your workshop with colleagues and invite some other instructors to walk down with you to the workshop to boost attendance.
- Light lunch will be provided for presenter(s) and participants (usually salad, crackers/cheese/meat, fruit, dessert, coffee/water, etc.)
- Allow for 3-5 minutes at the end of the workshop for faculty participants to complete the assessment form.

Guidelines/Strategies for Facilitating an FSC Workshop:
- With only an hour, you'll have to use your time efficiently and effectively. Depending on your topic, you'll probably want to spend at least half of the time doing interactive activities/discussion. Workshops are intended to be interactive with numerous opportunities for faculty to discuss, share, and/or apply principles or strategies to their own instruction.
- Try to model the strategies or skills you are focusing on during the workshop by incorporating them into your workshop.
- Keep in mind the diversity of your audience - instructors are both part-time and full-time, from a variety of disciplines, and varying amounts of experience and knowledge related to teaching and learning.
- Provide faculty participants with 'take-aways' - either an activity, worksheet, or handout that they can easily adapt or use in their own instructional environment.
- Ensure that all faculty have the opportunity to participate and share ideas by managing the discussion. If a particular faculty member is 'oversharing,' ask another instructor a specific question or ask for someone you haven't heard from yet to share.
- Avoid lecturing for longer than a few minutes. Instead, plan on incorporating interactive activities or reflective exercises. Think about the activities that work best in your classroom and use them for inspiration to adapt into an activity for the workshop.

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