

Session or Workshop Design

Resources extracted from *NAFSA Presenters and Trainers Handbook: "Key Components of Presenting and Training"*. To access full guide, see

http://www.nafsa.org/File/ac_presenting_training_guide.doc

Key Components of Presenting and Training

Foundations of Training	1. Adult Learning
	2. Learning Styles
	3. Assessment
Training Design	4. Learning Objectives
	5. Presenting and Training Approaches
	6. Session or Workshop Design
	7. Training Transfer
Training Delivery	8. Visuals
	9. Site Preparation
	10. Presenting and Training Skills

6. Session or Workshop Design

What: Use your session or workshop design to logically structure your content, outline key points, plan activities, and coordinate your resources.

Why: A session/workshop design acts as a blueprint to delivering a smooth and effective session or workshop.

How: When designing a session or training, consider these basic steps:

1. Visualize your audience
2. Outline the key points
3. Order key points in a logical progression; move from easy to more difficult content and tasks
4. Diversify your methods and exercises
5. Consider your training resources, materials, and timing

Try: Which session/workshop design related to internationalization do you believe would be more effective and why?

Topic: *Planning Institutional Internationalization Efforts*

Session/Workshop Design 1	Session/Workshop Design 2
<ul style="list-style-type: none"> • <i>Current Efforts</i> – Ask participants to share what their institutions currently do to plan internationalization efforts • <i>Increasing Efforts</i> – Invite participants to brainstorm stakeholders and necessary messages needed to rally support for planning internationalization efforts • <i>Drafting Messages</i> – Create small groups, focusing on a specific stakeholder in your institution; draft communications recruiting this group to be involved 	<ul style="list-style-type: none"> • Review history of internationalization efforts on U.S. campuses • Present advantages of internationalization efforts on U.S. campuses • Present background of internationalization efforts at a particular university • Summarize stakeholders and key communications in a case of successful internationalization effort at a particular university

<ul style="list-style-type: none"> • <i>Planning Next Steps</i> – Review the content introduced and ask participants to decide how they might use this new material when they return home 	
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Apply: Use the presentation and training plan below to logically structure your content, outline key points, plan activities, and coordinate your resources.

Session or Workshop Title: *Planning Institutional Internationalization Efforts*

Total: 60 Minutes

- Assess current efforts
- Brainstorm options for increasing efforts
- Drafting messages in small groups
- Planning next steps

Time	Topic	Speaking Point/ Activity	Presenter/ Trainer	Materials	What Participants are Doing
10 minutes prior to start of session	Capturing Your Attention	Definition/ Advantages of Internationalization		Slides 1-2, post two questions: definition and advantages	Reading slides, reflecting, and noting their definition of internationalization and advantages of internationalization
5 minutes	Introduction	Goals Objectives transition	Linda	Slides 3-4	Listening... Briefly ask participants what they want to get out of this session
10 minutes	Current Efforts	Your Institution Programs transition	Judy	Current efforts exercise sheet	Brainstorming in small groups internationalization efforts

Learn more about:

 ["Laws of Learning"](#)

Training Tip: Transitions are essential; plan them between your topics. Decide how each topic connects to the next topic and how they fit into the bigger picture of your subject.