

SAMPLE WORKSHOP AGENDAS

Time allotment. If participants have read the case study in advance of the workshop, the ideal running time allotment for a workshop in which the case study will be discussed is two hours. If participants will be given the case study at the beginning of the workshop, a three-hour workshop would be ideal to allow for enough time for participants to carefully read and comprehend the case-study content.

The role of the facilitator. As the facilitator for a case-study workshop, you are likely to perform different tasks at the beginning, middle, and end of the workshop session.

- ▶ **The beginning.** To open the session, the facilitator gives the participants a clear understanding of:
 - 1) What the workshop is about;
 - 2) What are the expected outcomes of the workshop; and
 - 3) How the participants are going to achieve those outcomes over the course of the workshop.
- ▶ **The middle.** The facilitator's responsibilities during the middle of the workshop are mainly to direct an orderly discussion of the case study. It would be helpful to pay close attention to the comments and responses of participants, noticing any trends or interesting points. If the discussion seems to be stalling, the facilitator should be prepared to ask additional questions or provide comments that might encourage greater input on the part of participants.
- ▶ **The end.** To end the workshop effectively, the facilitator can summarize the key points that participants should take away from the case study. This may come directly from the discussion—but in case that doesn't happen, the facilitator should be prepared to highlight the selected learning points from the teaching note in this guide and/or the facilitator's own perspectives on the case study. In the wrap-up for the case-study session, the facilitator can:
 - 1) Reiterate/stress the main points that have arisen throughout the discussion; and
 - 2) Highlight any key points that you think might have been missed (and invite further discussion on those points if time allows).

If Participants *Have Not* Read the Case Study Before the Workshop:

Three-Hour Agenda

A potential agenda for a three-hour workshop session in which participants have not read the case study ahead of time might look something like this:

- ▶ Brief case-study background and overview of workshop agenda, with participant introductions (15 minutes);
- ▶ Participants read Part 1 of the case (20 minutes);
- ▶ Participants break into subgroups to discuss questions related to Part 1 (20 minutes);
- ▶ Volunteers from each group report to the full group on their discussion related to one of the Part 1 questions (20 minutes);
- ▶ Participants read Part 2 of the case (20 minutes);
- ▶ Participants discuss questions related to Part 2 (20 minutes);
- ▶ Volunteers from each subgroup report to the full group on their discussion related to one of the Part 2 questions (20 minutes); and
- ▶ General discussion of lessons learned (30 minutes).

Total: Two hours and 45 minutes (15 minutes adjustable time for breaks, late start, etc.)

Two-Hour Agenda

A more tightly compressed agenda for a two-hour workshop session in which participants have not read the case study ahead of time might look something like this:

- ▶ Brief case study background and overview of workshop agenda (10 minutes);
- ▶ Participants read Part 1 of the case (15 minutes);
- ▶ Participants break into subgroups to discuss questions related to Part 1 (15 minutes);

- ▶ Volunteers from each group report to the full group on their discussion related to one of the Part 1 questions (15 minutes);
- ▶ Participants read Part 2 of the case (15 minutes);
- ▶ Participants discuss questions related to Part 2 (15 minutes);
- ▶ Volunteers from each subgroup report to the full group on their discussion related to one of the Part 2 questions (15 minutes); and
- ▶ General discussion of lessons learned (15 minutes).

Total: One hour and 55 minutes

If Participants Have Read the Case Study Before the Workshop:

Two-Hour Agenda

A potential agenda for a two-hour workshop session in which participants have read the case study ahead of time might look something like this:

- ▶ Brief case-study background and overview of workshop agenda, with participant introductions (15 minutes);
- ▶ Participants break into subgroups to discuss questions related to Part 1 (20 minutes);
- ▶ Volunteers from each group report to the full group on their discussion related to one of the Part 1 questions (20 minutes);
- ▶ Participants discuss questions related to Part 2 (20 minutes);
- ▶ Volunteers from each subgroup report to the full group on their discussion related to one of the Part 2 questions (20 minutes); and
- ▶ General discussion of lessons learned (20 minutes).

Total: One hour and 55 minutes

One-Hour Agenda

A more tightly compressed agenda for a one-hour workshop session in which participants have read the case study ahead of time might look something like this:

- ▶ Brief case-study background and overview of workshop agenda (5 minutes);
- ▶ Participants break into subgroups to discuss questions related to Parts 1 and 2 (20 minutes);
- ▶ Volunteers from each subgroup report to the full group on their discussion related to one or more of the questions (20 minutes); and
- ▶ General discussion of lessons learned (15 minutes).

Total: One hour

As you can see, the two-hour and one-hour agendas are quite tight. They require careful timekeeping and often require cutting the discussion short. While the workshop can be run in one hour if participants have read the case study ahead of time, ideally the workshop should extend to two or even three hours to allow for individual introductions (in workshops where participants do not already know each other) and greater sharing of personal experiences.