

## THE PRE-WORKSHOP CHECK LIST

| AREA   | ACTIVITY   | COMPLETED |    |
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|  |  | YES       | NO |
| <b>1. Needs Analysis</b>                           | <ul style="list-style-type: none"> <li>• Pretest instrument has been developed.</li> <li>• Pretest instrument has been administered.</li> <li>• Pretest data has been analyzed and results compiled.</li> <li>• Course content has taken pretest results into account.</li> </ul>  |           |    |
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| <b>2. Design and Development of Course Content</b> | <b>Rationale</b> - is clearly stated.  |           |    |
|  | <b>Objectives</b> - are clearly stated.<br>- are measurable.   |           |    |
|  | <b>Instructional strategies</b> - are varied to meet learning needs.<br>- are appropriate to the content.<br>- are adaptable to the context.   |           |    |
|  | <b>Delivery methods</b> - are audience friendly.<br>- are based on andragogical principles.<br>- take into account the use of technology.  |           |    |
|  | <b>Activities</b> - are well-designed and do-able.<br>- are linked to learning objectives.<br>- take account of different learning styles.<br>- provides opportunities for individual and group interaction.   |           |    |
|  | <b>Evaluation</b> - Evaluation strategies have been identified.  |           |    |
| <b>3. Course Materials</b>                         | <ul style="list-style-type: none"> <li>• Materials have been identified and procured;<br/>- hand outs, cd-roms, web-based materials<br/>- course timetable.</li> <li>• Materials have been prepared and packaged.</li> <li>• There are adequate quantities of materials.</li> <li>• Copyright issues have been addressed.</li> </ul> |           |    |
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| <b>4. Course Presenters/<br/>Facilitators</b>          | <ul style="list-style-type: none"> <li>• Course presenters have been engaged.</li> <li>• Alternates have been identified.</li> <li>• A presenters/facilitators guide has been prepared and distributed.</li> </ul>  |  |  |
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| <b>5. Workshop Materials</b>                           | <ul style="list-style-type: none"> <li>• Stationery: folders, writing materials, etc. have been secured</li> <li>• Flip charts, markers, multimedia equipment, etc.</li> </ul>  |  |  |
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| <b>5. Facilities and<br/>Resources</b>                 | <ul style="list-style-type: none"> <li>• Venue - is suitable and accessible;</li> <li style="padding-left: 20px;">- well-ventilated, lighted;</li> <li style="padding-left: 20px;">- appropriate furniture and equipment;</li> <li style="padding-left: 20px;">- technology friendly.</li> </ul>  |  |  |
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| <b>6. Administrative<br/>and Technical<br/>Support</b> | <ul style="list-style-type: none"> <li>• Support staff is in place for registration and distribution of materials and general operations.</li> <li>• Technical support is available on site.</li> </ul>   |  |  |
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| <b>7. Catering</b>                                     | <ul style="list-style-type: none"> <li>• Catering arrangements have been finalized.</li> <li>• Special needs participants have been catered for.</li> <li>• Catering time schedule has been fixed.</li> <li>• Disposal arrangements are in place.</li> </ul>  |  |  |
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| <b>9. Workshop<br/>Formalities</b>                     | <ul style="list-style-type: none"> <li>• Media releases have been prepared and sent.</li> <li>• Invitations have been sent out to officials and other relevant personnel, and the media.</li> <li>• Banners and promotional materials have been secured.</li> <li>• Opening Ceremony agenda has been finalized.</li> <li>• Guest speaker has been invited.</li> <li>• Protocol measures have been put in place.</li> <li>• Certificates have been printed.</li> </ul> |  |  |
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| <b>10. Recording of<br/>Workshop Proceedings</b>       | <ul style="list-style-type: none"> <li>• Still and video photographers have been contracted.</li> </ul>   |  |  |
| <b>11. Workshop<br/>Evaluation Documents</b>           | <ul style="list-style-type: none"> <li>• Workshop evaluation instruments are prepared for: <ul style="list-style-type: none"> <li>- evaluating modules,</li> <li>- workshop evaluation,</li> <li>- personal reflections.</li> </ul> </li> </ul>   |  |  |
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