**WORKSHOP BUILDING GUIDE**

Use this graphic organizer to help you plan and execute effective workshops throughout your projects. See the “[NTN Quick Guide- Scaffolding Student Success](https://echo.newtechnetwork.org/?q=ntlp/resource/library/view/190326573/16201)” for additional resources that might be helpful.

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| **Workshop Objective(s):**  What specific skills or content are you targeting with this workshop? How will you share these objectives with the students? |  |
| **Workshop Context:**  Explain the rationale for the workshop.  How is this related to the project’s product and students’ need to knows? How will you share that connection with the students? |  |
| **Workshop Format:**  How will you structure this workshop? Will it be voluntary, required for all, or just required for some? How many students will likely attend each workshop? How long are you estimating the workshop will last? |  |
| **Workshop Activity:**  Give a detailed description of the workshop activity you plan to use. How will it activate higher-order thinking? How will you make it engaging for the students? |  |
| **Workshop Differentiation:**  How will ensure that all students’ developmental needs are being met? |  |
| **Workshop Assessment:**  What sort of assessment will you use to determine whether your objectives were met? |  |

**Additional Questions to Consider:**

What happens if you don’t meet your objectives?

What resources will be available for students that are absent or wish to review the content you covered at a later time?

What will you have the other students in your class do while the workshop is taking place?

For stand-alone teachers, consider the level of engagement that this task presents for students. Will it be high enough to keep them “on task” with minimal teacher assistance.

For team-teachers, what will role are you expecting your teaching partner to play during this time?

Will you be asking for feedback from the students about the effectiveness of the workshop (other than the assessment)? If so, what format will you use? If not, why?