



# Gathering Your Team with Purpose

Best practices for leading workshops,  
presentations, staff meetings &  
trainings

Public Charter School Alliance  
of South Carolina  
Schools for South Carolina's Future





# Objectives

- Explore the differences between Workshops, Presentations, Trainings, & Meetings
- Explore the differences between trainer, facilitator and presenter
- Explore 4 important aspects of Meetings, (clarity of information and topics, clarity of expectations for participants, clarity of goals and outcomes and the importance of reflection.)
- Have a deeper understanding of the 4C's (Cooperation, Coordination, Communication, Collaboration)





## 4 Important Aspects of Meetings

- Must be clear about Information and Topics
- Know your expectations for participants
- Know your intended goals and outcomes
- Understand the importance of reflection.



# Clarify purpose for gathering: Workshops, Trainings, Meetings, Presentations

***Trainings:*** Interactive opportunity for participants to learn about a particular topic or method. Participants will spend time hearing about this topic or method through **presentation**. Participants are given **time to process or model** what they have just learned through large and small group activities.

***Meetings:*** Interactive opportunity for the **dissemination of information** regarding a body of work and workplace objectives. Participants will spend time listening, gathering information and sharing ideas.

***Workshops:*** Interactive opportunity for **knowledge exchange** around a particular topic or theme. An opportunity for participants to learn from one another. Participants are guided through various activities that will lead them to come to certain conclusions on their own.

***Presentations:*** Typically **not interactive** opportunities for the **dissemination of information**. An opportunity for participants to learn from the presenter (lecturer). Typically there is **little to no time for discussion**.




# Clarifying Roles: Facilitator vs. Trainer vs. Presenter

When you are a ***trainer*** you are delivering the content; you then allow time for participants to engage in activity or discussion that reinforces the content delivered

When you are a ***presenter*** you are sharing information. Your presentation may resemble a lecture. In most cases you are seeking minimal feedback.

When you ***facilitate*** a workshop the content originates with the participants and the ***facilitator*** is responsible for the process. The facilitator sparks the conversation.



# Understand Expectations for Participants

## The 4 C's

- Communication
- Coordination
- Cooperation
- Collaboration







# If Communication is your objective...

- You are likely a trainer or presenter
- You are seeking ways to share info/method
- You may or may not want feedback. If you do it is probably limited and saved for the end.
- To communicate your message you may use PowerPoint, Print Materials or Lecture
- In some cases you may want to the group to process the info you have shared



# If coordination is your objective...



- You are likely a facilitator
- You are looking for the group to self-identify the roles they want to have with the task at hand
- If you are coordinating; you probably have already communicated info & people are working in isolation and have already completed their portion



# If Cooperation is your objective...

- You are likely a trainer/presenter
- You are probably presenting ideas that have already been decided
- You are seeking minimal feedback/discussion
- You probably want participants to vote on something



# If collaboration is your goal...



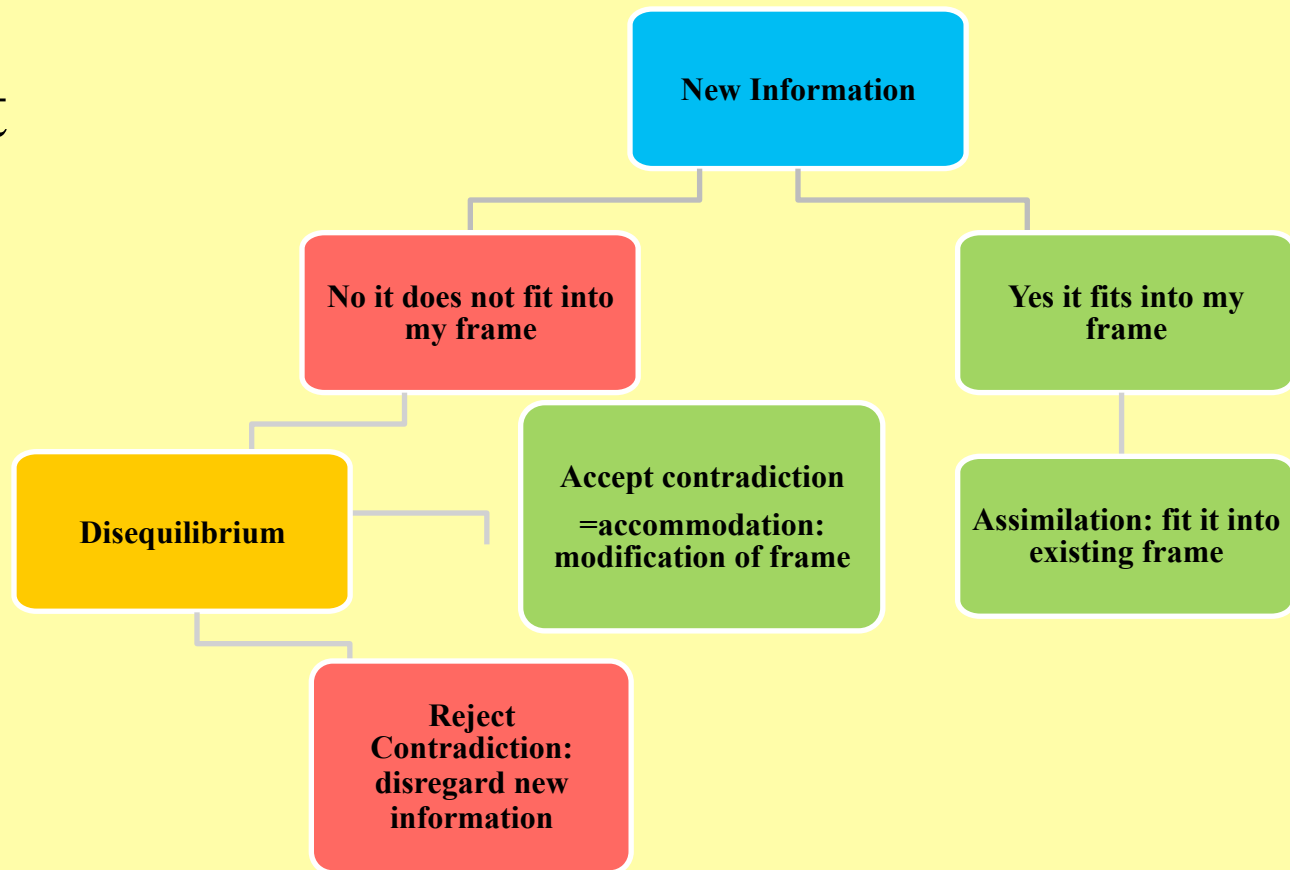
- You are likely a facilitator
- You want to create a space for participants to share openly and freely
- The physical space is conducive for engagement
- You encourage discussion
- You are looking for feedback and new ideas
- You are allowing enough time for the collaboration to take place-small and large group discussions
- You have developed a set of desired results (a framework for collaboration-What is the group working toward?)
- You have a good mix of organic and facilitated discussions
- People generate ideas with each other



**Know Your Audience**

# Adult Learning Model

- Piaget





# Auditory Learners

- *learn through listening...*
- **They learn best through verbal lectures, discussions, talking things through and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances. Written information may have little meaning until it is heard. These learners often benefit from reading text aloud and using a tape recorder.**



# Visual Learners

- *learn through seeing...* .
- **These learners need to see the teacher's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads). They may think in pictures and learn best from visual displays including: diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs. During a lecture or classroom discussion, visual learners often prefer to take detailed notes to absorb the information.**

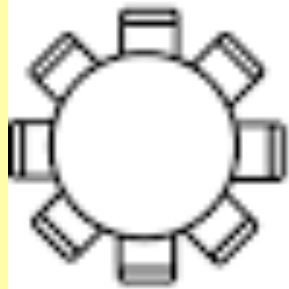




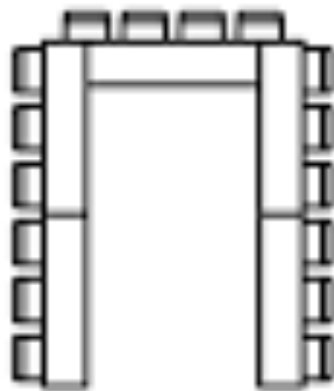
# Tactile/Kinesthetic Learners

- *learn through , moving, doing and touching...*
- **Tactile/Kinesthetic persons learn best through a hands-on approach, actively exploring the physical world around them. They may find it hard to sit still for long periods and may become distracted by their need for activity and exploration.**

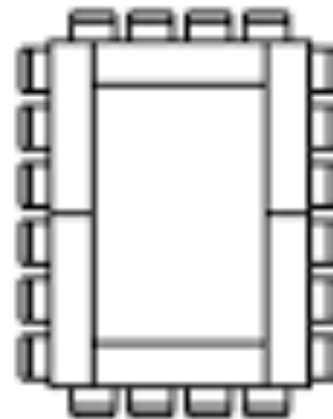
# The Gathering Space



Rounds



U Shape Cabinet



Cabinet



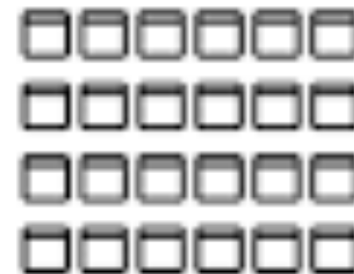
Classroom



Chairs in a Circle



Banked Cabinet



Auditorium



# Create Opportunities for Reflection

## Importance

- Chance to process & reevaluate information
- Opportunity to accept or reject new information
- Time to develop ways to incorporate/apply new information into current scope of work
- Opportunity for voice and choice

## Impact

- Momentum
- Build community
- Energize
- Clarity
- Improves problem solving ability
- Motivation



# Your gathering may fail to be effective if...

- you don't know your intended purpose of bringing a group together
- your session approach is not in line with your intended purpose for bringing the group together
- you don't consider your audience (try to consider all learning styles)
- You don't allot enough time for your session



# Next Steps

- Develop professional learning communities