

Objective: To assist anyone in creating a workshop for GVI community

Background: GVI uses workshops to further both the gardening and food justice knowledge of the youth and community members in GVI. This worksheet will outline appropriate steps to create an engaging and successful workshop.

Process: Define your topic and purpose of the workshop. What knowledge should attendees gain and why is this important? Why are you doing this workshop and what are key takeaways? Who is your audience and how will you engage them?

Resources:

Review appropriate materials - Community Garden Guide, Workshop topics list, Youth food leader training folder ...

Refer to appropriate resources - Workshop resource list, strategic planning goals, Garden Guide, Food leader materials

Use materials to form a concrete idea of your topic, how it fulfills the needs of the community and how it furthers strategic planning goals.

Gather resources and knowledge needed. The workshop list comes with jumping off points.

Identify and talk to “experts” in the field to further knowledge on the topic. Use GVI staff to help find information or people to talk to or other places to look for information.

Content:

Once you have defined the topic and purpose of your workshop and have gathered relevant information begin to create the content and agenda for your workshop.

What do you hope to accomplish and in what time frame?

GVI suggests that workshops not be more than 2 hours and that workshops more than 1 hour include a break to keep the attention of your audience.

Become an expert in the topic and be able to speak authoritatively and answer questions about the topic.

Engage your audience by asking questions, both close and open ended: “Why do you think that?” “Did you learn something new?” “What did you learn today?” “How can you use this later?”

Use the experience of your audience to your advantage. Ask them for their experience with the topic: "Tell about a time you have experienced this" "Have you seen this before?"

Community members have a wealth of knowledge to lend to these topics be sure to create a dialogue among them rather than a lecture.

Create materials such as worksheets to further knowledge, or handouts to take home for your audience to reference later. Run these ideas past supervisors, colleagues and peers to ensure content is appropriate and succinct.

Depending on the length, audience and topic of workshop you might include an icebreaker game at the beginning or a game or role play activity in the middle to break up the time.

End each workshop by addressing any further questions your audience might have. If you are unsure of the answer be sure to provide resources or follow up on the question yourself and get back to that community member.

Guest Speakers:

Some guest speakers may come directly from our community in form of other gardeners and community members, other youth leaders or community leaders or experts in their field such as chefs or community organizers.

Depending on the topic you may want to bring in a speaker from outside of the community. If they charge for their time, talk this over with your supervisor. You may mention to the speaker that we are a small non-profit and explain what you are trying to accomplish and they may donate their time instead.

Please double check with your supervisor about any speakers to make sure they are appropriate for the topic and audience. Your supervisors, colleagues and peers might also have ideas for speakers that can be of assistance as well.

Materials:

Let the appropriate party know of any other materials you might need such as projectors, projector screens, extension cords, tools for a cooking demo, paint, paper, pens, etc.

Contacts:

Some people or organizations that might be able to help inform your workshop include but are not limited to:

Lifebridge: Financial Literacy Liz Krebs, ekrebs@lifebridgect.org

Hearing Youth Voices: Capitalism + others! Christopher Zizzamia

christopher@hearingyouthvoices.com and Chelsea Cleveland

chelsea@hearingyouthvoices.com to see other options

<http://www.hearingyouthvoices.com/trainings/>

CT CORE - Organize Now! Isa Mujahid isa@ctcore-organizenow.org

Youth Money School Esther Jean Marie ejeanMarie@cahs.org (VISTA)

CREATE Aaron Caspar ---- Ellie's friend, see Ellie

You or other GVI staff may have other ideas. Don't be afraid to ask around.