

Workshop Outline

NOTES ON THIS OUTLINE:

- Times are approximate and meant as guidelines to help keep the workshop on schedule and within the hour timeframe.
- Adjust to fit each group, and remember that it is better to stop when the discussion is energetic than when it is beginning to lag.

I. WORKSHOP INTRODUCTION • *Time: Approximately 3 minutes.*

- See notes in binder.

II. METHODOLOGY OVERVIEW • *Time: Approximately 3 minutes.*

- Describe, verbally, the methodology.
- Emphasize legitimacy of qualitative research.
- Acknowledge contradictory statements and explain their value.
- Inform participants that they will receive a full written description of the methodology later.
- Resist any efforts to sidetrack workshop with a discussion of methodology.
- Ask the participants to please concentrate on what the students are saying, not the methodology.

III. VIDEO SEGMENT ONE • *Time: Approximately 20 minutes.*

- Distribute note-taking sheets.
- Instruct participants to take notes on what strikes them as significant or interesting.
- Play first segment.
- After you have stopped the tape, give participants a minute or so to finish their notes.
- Use comments to get facilitation of segment started, e.g., “What was a common theme in this segment?”
- Have second facilitator recording on easel and adding comments to fill in.

IV. VIDEO SEGMENTS TWO AND THREE • *Time: Approximately 20 minutes.*

- Facilitate these separately, or as a unit (based on time available).
- Remind participants to continue to take notes on the sheets you distributed.
- Play second and third segments.
- Facilitate trying to draw general themes together as well as generating and offering some practical tips.

V. WRAP-UP • *Time: Approximately 5 minutes.*

- Have second facilitator review some of the main points and tips.
- Distribute methodology write-up.
- Ask participants to complete workshop evaluation forms. Emphasize that the evaluation forms also allow participants to suggest other workshop topics.
- Request that participants also turn in the notes they took during each segment for feedback purposes and to use in continuing development of the workshop.
- Explain that notes from the activity will be delivered to unit head for further consideration and action.
- Thank participants for their willingness to discuss.