



# Best Practices from T3

This document summarizes the workshop facilitation and management practices highlighted at the LiY! T3 (Train-the-Trainer) workshop held in Seattle, WA, on October 26, 2015. It also includes the questions used during the LiY! T3 speed dating ice-breaker.

## Workshop Facilitation and Management Practices

### Materials and Packet Preparation

- Use double-sided hanging name-tags that work regardless of clothing style.
- Prepare a copy of the keynote slides (notes format) to hand out after the keynote session. You will keep participant's attention and avoid "giving away" key points if you hand them out after the presentation.
- Do not provide too many handouts inside the folder--look for a match between what you are showing on the screen and what you put in the packet.
- Strategically use the left and right internal folder pockets to group handouts and other content being distributed to participants.
- Use different colors of paper for different topics in the workshop packet to help when referencing documents.
- Walk participants through the packet at the start of the workshop.
- Include a list of workshop attendees with contact information.

### Slide and Speaker Preparation

- Use one master presentation file for the entire workshop and upload all presentation files to a workshop laptop ahead of time.
- Manage your speakers' slides.
  - Get slides from speakers beforehand.
  - Cut slides if necessary.
  - Do not let your speaker give you new slides on the day of workshop.
- Match the slides to the agenda.

### Workshop Timing

- Use a bell for getting people's attention and cutting through ambient noise.
- Keep to a timed agenda. Create session times with enough extra space for good pacing. Avoid rushing through sessions to save time.
- Never shorten or cancel a planned break.
- Deliver content early (more awake participants) and have more action-oriented exercises/sessions later (more lethargic participants) (see next items).



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- Have participants interact throughout the day in a variety of styles/formats/ways.
- Have participants contribute comments to “break up” the facilitator’s talking.
- Mix up small-group selection: have people turn behind them OR at the table OR group-up by theme.
- Offer an effective but light topic activity to discuss a potentially heavy subject, e.g., privilege.
- When conducting case studies or interactive exercises, dedicate a slide to instructions.
- Plan time in the agenda for participants to complete evaluation forms.
- When a participant community has formed, allow extra time at the end for people to stay and finish conversations and continue connecting with other community members.

## Food and Breaks

- Provide good food.
- Schedule a long lunch break.
- If a full day workshop, schedule a long break in the afternoon.
- Order extra table cloths in case of spills.

## Additional Thoughts from LiY! Co-PI Dr. Joyce Yen

We intentionally created multiple ways for participants to interact with different subsets of participants; for example, speed dating, sitting at the original tables, dividing into different groups based on topics of interest, pairing up with a buddies, and sounding boards. In the sounding boards activity, we could have had grouped participants by the tables at which you were already sitting. However, knowing that you had already had multiple interactions with people at your table, we made a conscious facilitation decision to create new groups of people by asking you to turn to people behind you at a different table to form a new group.

The workshop day was structured so that content delivery via lecture or Powerpoint was primarily done during the first half of the day when people would be the most fresh. We intentionally designed highly interactive and smaller group activities for the afternoon to keep the energy vibe strong.

Throughout the workshop, we also were deliberate about balancing content delivery, active participant interactions, and reflection time. Reflection took various forms, from large group reporting-out, to writing down ideas for you to take back to your own institutions, to jotting ideas on post-it notes.

During the Bias Keynote, we used multiple strategies to manage questions and discussion. Strategies included directly answering questions; turning a question back to audience to hear their responses before answering a question directly; and after a series of follow-up questions on



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a single subject, explicitly stating the need to move on to a different topic but encouraging follow up at an individual level after the session.

## Speed Dating Questions

### Personal Questions

- What's the best book you've read recently?
- If you had to pick a comfort food, what would it be?
- Where's your favorite place to vacation?
- Share a Halloween memory.

### Professional Questions

- What was your best experience at a workshop?
- What was your worst experience at a workshop?
- Why are you here at the LiY! T3 workshop?
- Why are you interested in advancing faculty diversity in STEM?



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