

We have gotten you started & through your first Activity. Now the rest is up to you. You just keep thinking up activities & you can have bit of you talking in between the activities because you have engaged your members in your subject. They feel cared for and part of the group!

That should be what you are working towards. As well as teaching them something about your subject.

You have it made in the shade.

You can do it!



workshop 

## GFWC California Federation of Women's Clubs



Hints for Doing a  
Better Workshop  
2020-2022

# WORKSHOP

Let's define what workshop means:

A small group that meet to explore some subject, develop a skill or technique, carry out a creative project.

One important thing a presenter needs to do to ask what the person requesting the workshop—what do they want the people in the workshop to learn?

What are the reasons management or the Club/ District Executive Committee is asking for a workshop to be about, & what does the club/ district needs to get out of the workshop, Why do members want to attend the workshop?

We will answer some of those questions & give you a little help it what makes a good workshop.



## Activities



If at all possible think up an activity to do to make your first point or first group of points after the ice breaker.

Please note this is a little different from giving a speech. When you are giving a speech it is not always possible to hand something out & say to everyone write down you favorite Club project & then talk about each one but if there are 8 to 10 people in a workshop it is possible & doable.

If you can't think of a way to make your first point an activity. Google it! See if someone has already thought of it. Ask some of your friends or even ask me.

It can be as easy as writing down what the member thinks about what should be in a certain type of report.

## Next step—an ice breaker

Have you been in a speech or a workshop with our first Vice President Barbara Briley Beard or as we call her with love Triple B. She has the ice breakers down. Barbara always does something fun to start a meeting. They are usually a little crazy but always fun.

What to they do, these ice breakers get your attention. You pay attention to what comes next. You listen to what Barbara has to say! Members laugh & enjoy the speech or workshop. When you enjoy & are engaged you learn more & remember it.

Think back to Barbara's workshops as Area Vice President. & Second Vice President.

## Ice Breakers work!



What are some reason for workshops

## Improving performance

For our clubs what kind of things do we need to improve performance in?

We need to be better at getting grants & better at fund raiser in general, fashions might be traded in for something new like pizza nights, wine parties , a wine tasting from a local winery.

Parliamentary procedures, we need understand when to use them & when not to.

They are not weapons.

We need to be kinder & that does not mean be push-overs.

Calling members out on kindness can turn kindness into a weapon.



## Learning best practices



This could be the number reason we hold workshops for– Report Writing. We should have our District workshops on Report Writing after our Area Conference in October where each year the CFWC Dean teaches us report writing.

How to be a leader, is another topic that is often a workshop.

How to be a Club Secretary,

How to set up the Club books, are both other common topics.

LEADS is a big 2 day workshop given by CFWC & GFWC.

Just about anything can be a workshop if you have a need to have all your members on the same page about a subject or duty.



## Rules for the Workshop



Every workshop has some rules Like;

We will try to be as open as possible about this subject.

Come back from the breaks on time– we won't wait for you.

No eating or drinking, if you are working on computers belonging to someone else.

Or coffee/ tea is okay.

Questions at the end of each section we talk about. Or ask your question as we go.

We will have prizes at the end so stay for the whole workshop.

Be respectful.

We will try hard to stay on task, so allow us to do this.

No cellphones, tablets or e-readers.



## The first few minutes

Why are the first 10 minutes so important?  
First impressions count.

An interesting point, all the attendees are trained to listen. We all learn at school to sit & listen to the teacher. That doesn't last long if you don't offer them something they want.

The first few minutes set the tone for the workshop. We have all been in workshops with someone leading us who isn't ready or bumbles the start. It is very hard for the presenter to get the group back on track.

Outline the reason or purpose for the workshop to start. Short, sweet & simple, "we are all here to learn some tricks for better report writing."  
Done!



## Developing unity & all working towards a common goal.

It helps when everyone knows what is the "truths" of the club work. It keeps the "I know a secret " people for gaining control of the clubs.

## It keeps everyone happy.

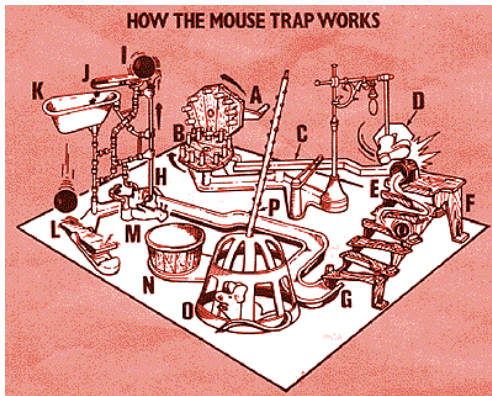
Members are happy because they know what's going on & they feel care for & part of the group. This is very important right now.



**A successful workshop** is one that has as much interaction with the members or the group as possible. We all hate to be just to be lectured too.

What does that mean?

Games, Ice Breaker, Prizes, funny little quizzes!



There are dozens of books out there with ice breakers or workshop games. You can also Google them.

You can find really silly things to do & have some fun! Make up some fun quizzes from the material you've just gone over or about your club, the district or state stuff.



## What good is having a workshop?

You can get everyone on the same page or working together. The members now have a good knowledge base to start from.

It levels the playing field. No one has an advantage over someone else. There are members who take advantage of a little bit of knowledge and hold it over the others.



It opens the door to allow new ways of thinking. It helps to get rid of the "We always done it that way" thinking. A huge problem in our clubs. The COVID-19 issue is also helping us to change that thinking because they are many things we can't do it the way we have always done it.

It helps solve problems know.

When everyone gets together, a problem may come up & the right member with the answer may be in the room. It is a done deal!