



What do you do with an idea?

Create a workshop!

*This deck was originally part of a larger presentation on developing a workshop.*

*Thanks to Jamie Hunerjager, Cindy Wood, and Amy Kisner for sharing!*

# Start with the Instructor Form

## Continuing Education Activity Plan



### Instructor's Form

This form is to be completed by either the instructor or RID Sponsor and kept on file with the Sponsor form. The RID Sponsor will submit the completed Activity Plan online by logging in to their account at [www.rid.org](http://www.rid.org) at least 30 days in advance of the activity.

RID Sponsor Name: \_\_\_\_\_

Presenter/Instructor Name (Please attach bio/resume): \_\_\_\_\_

Date(s)/Time of Activity: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Level of Participant's Prior Knowledge of Topic:

Little/None  Some  Extensive  Teaching

Target Audience: \_\_\_\_\_

Workshop/Course Description:

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Educational Objectives (List specific measurable actions by participants that will demonstrate comprehension and integration of information presented):

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Media/Materials (List the print, audio and visual materials you will use. Who is responsible for providing them?)

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Evaluation & Assessment (Describe how you will evaluate student learning & presentation effectiveness.)

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- RID Sponsor's Name

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- Who are you working with to approve your workshop and process CEU's?
- (IRID, Amy Kisner)

- RID Sponsor's Name
  - Instructor's name and bio
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- That's YOU, and any co-presenter you are working with
- Write a bio that describes your professional background, establishes your credibility to present this information, and introduces you to attendees

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
- 

- Be sure to give yourself plenty of time to plan, prepare, get approved and advertise

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
- 

- What is the workshop called?
- Be informative

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
- 

- Thesis/Why
- Expertise/What
- Format/How
- Tone\*



- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
- 

- Thesis/Why
  - Why are you offering this workshop – to what problem are you proposing a solution, or what skill/technique are you teaching?

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
- 

- Thesis/Why
- Expertise/What
  - What is your content based on, or where is the information coming from? Original research? Lived experience? A published article or theoretical framework?

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
- 

- Thesis/Why
- Expertise/What
- Format/How
  - How will the content be delivered? List specific activities that like lecture, small group discussion, practice sessions, etc.

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
- 

- Thesis/Why
- Expertise/What
- Format/How
- Tone\*
  - The tone of your description should match your presentation style. Let people know what to expect!

# Legal Workshop

## *Example*

This workshop will present foundational concepts related to the interpreter's work in the legal setting with an emphasis on civil proceedings. Participants will learn from an attorney's perspective the best practices for interaction with legal professionals, have a tour of the court building and the adjoining police station, and further their knowledge of legal language and professional skills to employ in their interpreting practice.



- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
  - Educational Objectives
- 

- Measurable and observable outcomes for participants. Avoid activities that happen during the workshop, and cognitive verbs like 'know' or 'understand'; instead, focus on what participants can DO after the workshop.

- "Participants will be able to..."

Participants will be able to...



## Originally submitted:

- You will **understand** the difference between overt and covert visual attention
- Participants will **work in small groups** of peers to identify common lexical translations and broaden their vocabulary
- **We will discuss** negotiating contracts and the elements of invoicing

## Final version:

- ✓ Participants will be able to define overt versus covert visual attention
- ✓ Participants will be able to differentiate between lexical, sentential and textual levels of interpretation
- ✓ Participants will be able to label the basic elements of an invoice and recognize the steps in a contract negotiation



- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
  - Educational Objectives
  - Content area
- 

- Professional Studies, General Studies, or Professional/PPO
- **Professional** – directly about  
1) vocabulary, language or linguistics, OR 2) the process of interpreting/translating, OR 3) d/Deaf culture and the community of ASL users

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
  - Educational Objectives
  - Content area
- 

- Professional Studies, General Studies, or Professional/PPO
- **General** – useful general knowledge or support skills (business of interpreting, etc.)

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
  - Educational Objectives
  - Content area
- 

- **PPO\*** – Power Privilege and Oppression is a subset of Professional Studies and requires 1) identification of a phenomenon which results in reduced access for one group, AND 2) a restorative justice approach to addressing that phenomenon

- RID Sponsor's Name
  - Instructor's name and bio
  - Date and Time
  - Title of Activity
  - Workshop Description
  - Educational Objectives
  - Content area
  - Media
- 

- Slide deck, video samples, etc.

- RID Sponsor's Name
- Instructor's name and bio
- Date and Time
- Title of Activity
- Workshop Description
- Educational Objectives
- Content area
- Media
- Target Audience

- Who needs the information you will present? Everyone is invited, but not everyone is who the workshop is designed for

- RID Sponsor's Name
- Instructor's name and bio
- Date and Time
- Title of Activity
- Workshop Description
- Educational Objectives
- Content area
- Media
- Target Audience
- Level of Knowledge

- Participant's prior knowledge of *this* topic
- Be realistic – If you are presenting information that is content heavy and requires a working knowledge of the topic, let people know!
- Little/None | Some | Extensive | Teaching

- RID Sponsor's Name
- Instructor's name and bio
- Date and Time
- Title of Activity
- Workshop Description
- Educational Objectives
- Content area
- Media
- Target Audience
- Level of Knowledge
- Evaluations & Assessments

- How will you measure learning?
  - Small group discussion and report out
  - Pretest - Post-test
  - Skill development activity
  - Q&A
  - RID Evaluations
  - Others?

Thank you!