

# WEFTEC Workshop Guidelines

Are you thinking of submitting a WEFTEC workshop? Read the guidance below to help craft a strong submission. The first step in the process is to understand what a workshop really is. A workshop is a highly interactive, hands-on, immersive learning experience. They can be full or half day and are held mostly on Sunday, though we welcome submissions during the week.

## Facilitator Selection

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This is one of the most important steps in a workshop. All speakers should be thought of as facilitators even if they are providing talks. Even in their presentations, they should think of themselves as facilitators of learning for the participants. The goal of a presentation is to stimulate thought and leverage the intellectual equity in the room.

The main focus of your workshop should be hands-on learning and interaction, therefore, presentations should be short and sweet.

Full day workshops should have a maximum of eight facilitators, with a maximum of four additional facilitators only if the interactive component requires facilitation beyond capabilities of scheduled speakers. Half day workshops should have a maximum of four facilitators (with 2 additional if absolutely needed).

**There must be diversity among speakers.** The selected speakers should be from different companies, utilities, and organizations. As an example, a successful workshop would **not** provide content from speakers who are all clients of the same consultant.

**Student & Young Professional Involvement.** All workshops are encouraged to work with the SYPC Committee and their Workshop Rep to involve the Young Professionals in the workshop. They can help serve as facilitators or provide a speaker on the topic.

# Good Adult Learning Principles

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The following are good adult learning principles but will not count towards your interactive exercises or times in the scoring. Further down, the document explores examples that will be considered truly interactive.

**Panel Discussions** (a good panel discussion brings the audience in as almost another panelist. For instance, when a question is asked of the panelist, the same question is posed to the participants and one or two share their thoughts.)

## Q&A

**Facilitated Discussion** (this is different than Q&A and engages the audience as an equal to the presenter. Questions are developed ahead of time to work through as small groups or a large group)

## Interactive Presentations

## Polling

**Learning Pause** (at the end of each presentation, 3 minutes for individuals to write down what they want to remember)

You are encouraged to incorporate these into your workshop. Adult learners need a change/pause every 10 minutes especially when it comes to a presentation.

# Workshop Activities/Interaction

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Interaction is what makes a workshop a workshop. It needs to be well-integrated throughout the day. **Do not hold the interaction until the end of the day.** Facilitators are encouraged to brainstorm and incorporate interactive activities to deliver their subject matter expertise and content in a meaningful way to the participants. More interaction does not mean less value as a facilitator. The facilitator also helps support the interactive components with plenty of face time during one on one and small group knowledge exchanges.

**Workshops with interactive components interspersed throughout the session will be prioritized for selection.**

Below are *suggested* workshop interactive activities. Other ideas for interactive activities are welcome but need to be fully explained in the proposal for the reviewers. Select interactive

exercises/activities that make the most sense to help the participant learn the material.

### **Case Study Analysis**

During case study analysis, the participants will review the details of events presented during the presentations and follow a step-by-step process to identify the problem and find its solution. Participants form groups where they will review the presented cases. In groups, they will use discussion to increase awareness of the problems and share their own experiences to find the solution. A large group discussion can occur at the end.

#### **Questions can include:**

- What actions were taken in the case?
- Were these actions the most appropriate and why?
- Were there any consequences of the actions taken?
- Was anything omitted or not considered?
- Is there anything you would have done differently?

#### **Facilitator Responsibilities:**

- Provide stimulating questions relevant to presentation to move conversation forward.
- Encourage attendee participation and facilitator involvement in group discussion.

### **Interactive Demonstration**

Interactive demonstrations can be used to demonstrate the application of a concept, a skill, or to act out a process. The exercise should not be passive; you should plan and structure your demonstration to incorporate opportunities for participants to reflect and analyze the process.

1. Introduce the goal and description of the demonstration.
2. Have participants think-pair-share to discuss what they predict may happen, or to analyze the situation at hand (“pre-demonstration” state or situation).
3. Conduct the demonstration- at the front of the room
4. participants discuss and analyze the outcome (either in pairs/small groups, or as a whole class), based on their initial predictions/interpretations.

Advantages of interactive demonstrations include novel visualizations of the material and allowing participants to probe their own understanding by

	asking if they can predict the outcome of the demo. They are also a venue for providing applications of ideas or concepts.
<b>Role Play</b>	<p>With role-play, you give your participants a scenario and they act it out with each participant playing a different role.</p> <p>Commonly, you run role-plays in groups of three, where two participants play a role each and one participant acts as an observer (if the workshop is not divisible by three, there can be two observers). If the workshop is very large, you can do larger groups with multiple roles. You can also run the role-play more than once for the same group so that participants can rotate roles.</p>
<b>Table Top Exercise</b>	<p>These are scenario-based discussion sessions where participants are put into smaller groups. While in these small groups, each person is assigned a "role" to play during the scenario and they discuss the scenario amongst themselves from the viewpoint of their role. After time amongst the small group, the facilitator guides the participants through a discussion of how each group responded to the various scenarios.</p>

## Workbooks

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If selected to produce a WEFTEC workshop, you will be expected to produce a workbook. For 2024, the PowerPoints will **not** be printed for attendees. The expectation is you will work with staff on developing an interactive workbook and provide the PPTs ahead of time to the attendees.

## How Proposals Are Scored

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The following is an overview of what the Review Committee scores each full proposal on.

- **Pre-Proposal:** Pre-Proposals help ensure that important topics are being covered, look for areas of collaboration among committees, and help avoid duplication of topics.
  - Pre-Proposals are highly encouraged and will become a benefit to your sponsorship score.
  - Pre-Proposals should include a description of the intended workshop and its objectives.

- **Sponsorship:** We encourage workshop submitters to seek and receive sponsorship from relevant technical committees.
  - Seek sponsorship from relevant technical committees and/or committees with topical overlap.
  - When it comes to providing a score on sponsorship, there is no benefit to multiple sponsors. The points given are based on how much feedback and involvement the primary sponsor had with your proposal (i.e. did they have a chance to provide feedback and was the feedback taken into consideration).
- **Learning Objectives:** Follow the guidance document provided and use the recommended words. Only 3-4 are needed.
- **Overall Proposal Quality:** Give yourself plenty of time to think through and provide thoughtful responses to all of the questions asked on the full proposal. Answer every question.
- **Topic Benefit and Significance:** The Committee is seeking to provide workshops that are relevant and timely. Yet at the same time, reach a broad audience.