

# Workshop Self-Check

## Prior to the workshop

- Do I have a clear idea about the specific abilities and needs of this group?
- In my agenda,
  - do I have time planned for teachers to reflect as both students and as instructors?
  - will they have ample time to think about implementation in their own classroom?
  - am I trying to do too much between breaks, or pack too many things into a short time?
- Do all the members of the center have quarknet.i2u2.org accounts? Is an e-lab account also needed?
- Have the lead teachers, mentor, and I communicated about
  - the workshop agenda and the activities/times for my parts?
  - who is responsible for providing which materials?
  - cell #s, in case something comes up?

## At the workshop

- Am I keeping an eye on the teachers?
  - Does anyone seem stressed out or in over their head?
  - Is anyone doing too much of the work? Can s/he be encouraged to slow down and let others contribute?
  - Is anyone becoming disengaged?
- Is the workshop still on-schedule?
  - Is a part of the workshop going faster or slower than I predicted? Do I need to make any adjustments to the agenda as a result?
  - Are the lead teachers, the mentor, and I communicating about how to adjust the agenda, if needed?
- Did everyone complete the required surveys?

## After the workshop

- Have I reflected on the workshop?
  - What was effective? Why did it work well?
  - Do I have any ideas about how to make next time even better?
  - Have I read the and/or survey results?
- Have I had a conversation with my leadership fellow about
  - their post-workshop discussions with the mentor and lead teacher?
  - the participant satisfaction survey?
  - the evaluator's report, if one was present?