

Workshop Modularization Tips (From facilitator.com)

Break workshop into 60-90 minutes segments. This allows breaks in between segments and makes each segment easier to design and deliver.

Assign a theme to each segment. This clarifies the focus of participants attention on this theme throughout the segment and serves as a design guide for you.

Define discrete objectives. Each segment should contain no more than three discrete objectives you aim to attain by the end of the session which you make clear to the participants at the outset.

Include interactive elements. Use experiential activities to involve all participants and appeal to all learning styles. This brings more energy, learning, and life to your workshops. Refer to this past article [Delivery Diversity](#) for ideas for mixing the modes of delivery.

Include an action or application element in each segment. This helps participants integrate and apply what they've learned or discovered.

Include inspirational elements. Including quotes, stories, and other emotional elements are more likely to inspire participants to integrate and act on what they learn, as well as making your workshops for interesting and fun.

Action

Apply these principles in your next workshop design. Have we missed anything? If so, please let us know along with sharing your questions, feedback, and experience in the comments section below.