

ACTIVITY: Time for Reflection

Total Time = 15 minutes

Objective:

Before going on the 15 minute break, participants will write on individual sticky notes (Post-its) to share their thoughts in three areas of the workshop: something that they've learned, something that they plan to do once they return to work, and a hope that they have for the on-computer practice time

Learning Tasks:

- Participants reflect on personal experiences applicable to workshop
- Participants share individual ideas without needing to speak to the whole group or identify themselves
- Participants give feedback to presenters

Time	Instructor Activities	Participant Activities	Media
2 minutes	<p>Motivational Introduction: "Before you leave on the short break, we'd like to hear back from you how this workshop is going. What we would like is if you could take a few minutes to write down on the three sticky notes (Post-its) in front of you your thoughts or feelings for the following statements. So, based on everything presented so far in this workshop and from your previous experiences making online tutorials, write on three separate sticky notes:</p> <ol style="list-style-type: none"> 1. One thing you have learned. 2. One thing you plan to do in the future. 3. One thing you hope to do once we start using the computers" <p>While one Presenter is talking, the other Presenter distributes sticky notes and markers and tapes up on the wall the three flip charts.</p>	<p>Listen</p> <p>Write and put sticky notes on flip charts</p>	<p>Three flip charts with these titles and put them up on the wall:</p> <ul style="list-style-type: none"> • Today, something new that I have learned... • Back at work, making tutorials, I will... • Once we start using the computers, I hope to have a chance to... <p>Several pads of sticky notes and felt-tip markers for participants.</p>

10 minutes	While the participants are on break, the Co-Presenters will read the sticky notes to gauge how the workshop is going so far and quickly figure out what else needs to be covered, or if anything needs to be added to the on-computer time, or something else.	Enjoy their break!	
3 minutes	When the participants return from their break, Co-Presenters will briefly address to the group anything that came out of the sticky notes.	Listen	

Closure:

Thank everyone for their feedback. Then, continue onto the on-computer portion of the workshop.

Notes:

This is a feedback activity to make sure that the Presenters are meeting the needs of the participants. No one should comment on what any individual says. The experiences and abilities of the group will no doubt be varied and should be respected as such. Encourage participants to listen and reflect on the ideas expressed to understand where their peers are at.

----- Source of inspiration:

Campbell, S., Liteman, M., & Sugar, S. (2003). *Retreats that work: Designing and conducting effective offsites for groups and organizations*. Jossey-Bass. pp 294