Creating Teaching Events

Here are some key things to think about when you are planning a teaching event:

FRAMEWORK

1. **Audience**

   - ☐ Who is your audience?

   - ☐ What do they already know about your topic?

   - ☐ What is their accustomed way of seeing topics like yours?

   - ☐ How much can they absorb?

2. **Event & Venue**

   - ☐ What kind of event will it be?

   - ☐ What cultural expectations does your audience have for that kind of event?

   - ☐ What can you expect to accomplish in the time you have?

   - ☐ How much control do you have over the physical setting?

3. **Roles & Relationships**

   - ☐ Who does the audience think you are?

   - ☐ How does your audience typically react/relate to that kind of person?

   - ☐ Who do you need to be in this relationship, to teach them?

   - ☐ What can you do to help them cast you in that role?

4. **You**

   - ☐ What are your core skills?

   - ☐ What are your main weaknesses?

   - ☐ What do you have in your bag of tricks?

CONTENT

1. Message

- ☐ What do you want to convey?

- ☐ What <u>can</u> you convey, given the setting, the time, the audience, etc?

- ☐ What <u>must</u> the audience take away from the encounter?

2. Structure

- ☐ How can you arrange the physical setting to maximize your message?

- ☐ How can you grab this audience's attention at the start?

- ☐ How much can you <u>show</u>, and how much do you need to <u>tell?</u>

- ☐ What props, leaflets, handouts, slides, etc do you need?

- ☐ How can you wrap up the event so everyone leaves it feeling that they have learned?

3. Dynamics

- ☐ What audience-appropriate activities can you include?

- ☐ How can you maintain the focus on your message, instead of just on the activities?

4. Hidden Curriculum

- ☐ What is your intended hidden curriculum?

- ☐ What hidden curriculum will the audience take away?

- ☐ How can you ensure that they understand that they can always learn from others who, like you, have investigated this topic?