



# NTTI WORKSHOP PLAN

The following checklist is designed to assist in the preparation of a successful NTTI workshop:

- \_\_\_\_\_ Determine the focus of your workshop.
- \_\_\_\_\_ Identify the level, interests, needs of your audience.
- \_\_\_\_\_ Promote/advertise your workshop through memo, school newsletter, school calendar, bulletin boards, etc.
- \_\_\_\_\_ Contact your local public television Education Services department staff to inform them of your workshop and to request any needed materials.
- \_\_\_\_\_ Assess previous experience of participants.
- \_\_\_\_\_ Assess participants' familiarity with Instructional Video, the Web, and related resources
- \_\_\_\_\_ Choose which Instructional Video programs, websites, and lessons to highlight in workshop.
- \_\_\_\_\_ Plan agenda making sure that there is ample interaction and a good sampling of programming and/or websites to engage participants.
- \_\_\_\_\_ Obtain any necessary clearance from administration, and invite an administrator to participate.
- \_\_\_\_\_ Select and prepare site with special regard to size of room, availability of outlets for audiovisual equipment, possible seating arrangements, space for display materials.
- \_\_\_\_\_ Reserve audiovisual equipment.  
Request:
  - \_\_\_ VCR
  - \_\_\_ Television monitor(s)
  - \_\_\_ Remote control
  - \_\_\_ Computer
  - \_\_\_ Browser and Internet Connection
  - \_\_\_ Modem
  - \_\_\_ Large screen monitor or projection device
  - \_\_\_ Presentation software, e.g., PowerPoint
- \_\_\_\_\_ Check to make sure that all equipment, connections, and software are in working order.
- \_\_\_\_\_ Prepare a short agenda to give to participants. Possibly include an icebreaker to get everyone motivated.
- \_\_\_\_\_ Cue up all videotapes to the exact spot where participants will begin viewing.
- \_\_\_\_\_ Bookmark all websites to be used in presentation. Plan to arrive early to workshop setting to pre-load all sites into computer's memory cache. As an alternative or back-up, prepare a presentation that shows web pages that you have saved on to your local drive or disk (e.g., use WebWhacker with PowerPoint).
- \_\_\_\_\_ Organize all handouts well ahead of time.
- \_\_\_\_\_ Obtain supplies for hands-on activities.
- \_\_\_\_\_ Have fun!