

Workshop in a Box

Purpose: To create a vast library of peer created resources that will assist organizations and student leaders to grow as well as foster their leadership skills. This will also enable further organizational and group development.

What: *Workshop in a Box* is a presentation or activity that is ready made. The steps listed below will assist your organization in the creation process:

On a sheet of paper compile the following:

- **Name of Program:** Come up with a creative title for your presentation or activity.
- **Compiled by:** Who made it? The name of the group or organization! Be proud of your work!
- **Goals/Objectives:** What you hope to get out of this workshop, the reason you're doing it!
- **Materials:** What resources you will need to do it? The Office of Student Development will help with materials for the actual box itself.
- **Instructions:** How to do your workshop. A clear, concise way to go through it so as to assist groups in executing your workshop.
- **Facilitator Questions:** Questions for the Facilitator to ask to get the group. Why was the activity important? What was learned? What was reviewed?
- **Conclusion:** Reflection of Goals/Objectives. What objectives were met? How can this benefit your organization?
- **Evaluations/Handouts/Appendices:** This is for participants to fill out so facilitator can see what they took away from the program. Include an evaluation to see how others could improve this. Also, include any hand outs that will reinforce what you are trying to accomplish, and a list of references so people can get more info.

How do I do a Workshop in a Box?

Through the use of online research, The Office of Student Development, and other departments on campus, organizations may compile great resources and ideas for creating a workshop. Also don't be afraid to see what other colleges are doing. Do the research to make this credible! Just make sure to include a list of sources you used so others can go back and verify the data is correct.

Possibilities: When choosing a Broad Topic, consider what you do well and what do you need to work on and choose a topic based on that.

Intro to Leadership	Group Dynamics	Team Building
Diversity	Time Mgmt.	Stress Mgmt.
General Leadership	Advertising	Public Relations
Event Planning	Motivation	Recruitment
Retention	Fundraising	Community Service

If you have any questions or need more information Don't Hesitate to Contact
The Office of Student Development or The SGA E-Board

*****Don't Forget To Think OUTSIDE The Box!!!!!!*****