



COLLECTIVE
WISDOM INC

None of us is as smart as all of us.

Anatomy of a Workshop

By definition, workshops are brief intensive educational programs for a small group of people focusing on techniques and skills in a particular area.

Collective Wisdom workshops are:

- Designed for retention and application
- 6 hours per day, leaving time for other important work tasks
- Include enough time for practicing, receiving feedback, reflection and sharing

The schedule breakdown is:

| Topic | One Day Workshop | | Two Day Workshop | |
|-------------------------|------------------|-------|------------------|-------|
| | % of time | Hours | % of time | Hours |
| Why this material? | 5 | 0.3 | 2.5 | 0.3 |
| New information | 30 | 1.8 | 40 | 4.8 |
| Skill building | 5 | 0.3 | 5 | 0.6 |
| Review | 5 | 0.3 | 2.5 | 0.3 |
| Skill building | 25 | 1.5 | 20 | 2.4 |
| Implementation planning | 30 | 1.8 | 30 | 3.6 |

The goal of every workshop is to change behavior through acquiring new skills, being motivated to use them and having a plan to do so when returning to work.