

# How to run a skills workshop for the EE PhD Program

*Ben Phillips*

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## Background

These workshops are intended to be by the community for the community. This is a brief “how to” guide for workshop facilitators and their contact on the skills committee.

A full workshop will run between 10-3 on a day of your choosing, and is intended to be a skill building exercise, so a focus on hands on doing rather than theory.

## The process

1. Once you have agreed to facilitate a workshop, please **choose a date** to deliver it. Ideally this will be a date during or near semester, to maximise attendance.
2. Write a 2-3 sentence description of the workshop (essentially, what people can expect to learn) and **send the description and the date** to [anita.george@unimelb.edu.au](mailto:anita.george@unimelb.edu.au) and your committee contact. Anita will arrange a room booking, discuss how you would like the room set up, generate an eventBrite registration page, and forward this information to the committee contact. The committee contact will advertise the workshop to the community (immediately, and then again one week before delivery).
3. **Organise your team.** Who will help you on the day, how will they help.
4. **Work on your material** and plan for the workshop. If you have an academic support for your workshop, bounce your ideas off them; they have a fair bit of experience about level of pitch and how much material you can expect to get through. Note that each workshop should end with an informal assessment; a task that ties together what people have learned. It is not marked, but is just a small hurdle to demonstrate competency (cements understanding and builds confidence).
5. **Deliver the workshop.** Two things to remember here: have fun, and record attendance (an attendance sheet should be provided on the day by Anita).
6. Your committee contact will send an email to the community reporting on the workshop and thanking the facilitator and team.