

17e Workshop Planning– Walkthrough

(White board– 30 min., Involve discipleship leader for the group if at all possible.)

Ask: How do we begin a new translation? Who plans events?

Intro: These are question for the leadership of a translation to consider. **WA works with in-country managers to plan workshops both for training of future leaders and for training translators. Let's consider some of the things that are part of planning.**

Explain: Planning for a workshop can be broken into three stages: before, during, and after.

Ask: What are some things leaders should consider **BEFORE** a workshop? *(List suggestions on the board and then use the information below to discuss and each topic.)*

BEFORE:

- **Language information**—a Language Questionnaire is required for each project. Work with your RDD to find and fill out the proper information for each language with which you plan to work.
- **Translators**—each language will need at least 5 bilingual Christian translators. For written projects it is imperative that they read and write in both the source text and the target language. *(If you've had the Teams skill discussion refer to it).*
 - **Please advise:** Choose team members with different skill sets, varied experience, and biblical knowledge. It is helpful to have at least one or two with technical skill. Keep these skills in mind as you pray and search for translators.
 - **Reminder:** Translators should understand clearly that they are volunteering to translate the Bible into their own heart language in community with their church, and they will not be paid for the work.
 - **Ask:** Have you already talked to potential translators? Do you have people with these skills?
- **Dates**—leaders must consider events in the villages such as growing and harvesting seasons, weather that affects travel, and when translators can be away for an extended time to learn the process and begin translating.
 - Translation workshops are *ideally* **10-14 days**.
- **Staff needs**—consider a team lead, an assistant and a technician for every event. A technician can be trained at the event. Work with the team in getting information on expenses for travel to the workshop and as well as for accommodations and meals.
- **Location**—consider lodging, internet, and a meeting room.

- **Lodging and Meals**—plan to provide for physical needs. Remember our discussion in team building about Maslow's. Preparation for physical, and spiritual needs of the participants is key to loving our neighbor and to seeing God's work accomplished.
 - The facility should meet needs, but not be fancy.
 - Consider what translators are used to.
- **Travel**—plan how participants will travel to and from the event.
- **Budget**—work with your RDD to plan a budget and access funds for the event.
- **Materials**—consider how translators will access the source text and notes. If these items need to be printed work with your RDD to print before the event. Provide basic office supplies such as paper, pencil, and erasers for all participants. Plan how many electronic devices will be available; limit to those necessary for the translation to be entered electronically. Do not plan to provide laptops or tablets for every translator.
- **Schedule**—prepare a schedule for the event, clearly communicate mealtimes, break times, and meeting times. Plan to begin each day with a devotional to prepare hearts and minds for the task as well as to encourage growth individually and corporately.
- **Be prepared for emergencies**—consider what facilities are nearby for medical emergencies and be prepared with some cash

DURING:

- **Contact information:** Collect contact information for all translators
- **Behavior**—Set expectation for behavior at the event for both integrity and social norms.
 - Have a high standard for all involved.
 - Remember the character of those participating will affect the community's acceptance of the finished product.
 - Also remember that translators may not be used to social norms outside their community. Giving clear instructions about how to use facilities and things to avoid will help them feel more comfortable.

AFTER:

- **End of event report**—write a summary of the event for your RDD while the details are fresh in your mind.
- **Financial reconciliation report**—every event has a proposed budget and must have a form filled out at the end to show how funds were used and to account for any leftover.

Explain: Remember servant leadership seeks to consider not only the project but also the people. Leaders should plan with the end goal of translated Scripture and should do all they can to prepare for translators to be successful. At the same time leaders must

remember that projects are not more important than people and therefore should plan time for the participants to rest and interact with each other.

Ask: Which parts of the planning seem most difficult to you? How can you address those difficulties?

Share: Ephesians 6:19, 20. Prayer is key to all we do. Even Paul reminded the church that he needed prayer to spread the gospel. Every event should be planned prayerfully.

Confirm: Leaders have been introduced to many aspects of planning a workshop and understand that prayer and teamwork are key to preparing for carrying out an event.