

Chapter 23: Workshop Planning

Objective: Leaders will understand some of the details of preparing for a workshop, including practical planning, meeting translators' needs, and Values-based Learning.

Core Concepts:

- Conducting a MAST translation workshop requires careful planning.
- Before the workshop, two important steps are regular prayer, and organizing your team of leaders with clear roles and responsibilities.
- Translators' needs must be met, so they can function at the highest level of thought.
- Translators will achieve more if they feel valued.

Without counsel, plans go awry, but in the multitude of counselors they are established (Prov. 15:22).

Intro:

You will soon be making plans to train a team of translators. Let's talk about some details of workshop planning and practical steps you can take to increase your success.

1. Prayer:

Remember that spiritual warfare is a real thing. Part of Church-Owned Bible Translation is faithfulness to pray for the translators, their families, and the translation itself.

Translators need divine discernment as they translate. The entire process should be baptized in prayer. *Everyone*, regardless of linguistic ability, can be involved in praying for the team.

2. Leadership:

Before you decided to take on the task of translation, you likely talked to other members of your community about their ability and desire to participate. You probably have a list of individuals who would like to be translators. You also have a team of leaders who are being trained along with you to lead the translation project.

Before you conduct a MAST workshop to train your translation team, consider the different leadership roles that will need to be filled. The leadership team will be teaching,

Time: 45 minutes

Workbook p. 89

Materials:

- ✓ White board
- ✓ Slide Deck: T3.Slides_23_Workshop.Planning
- ✓ Bible with place markers
- ✓ Copies of Action Steps Checklist (pp. 177-78)

Teacher's Notes:



Workshop Planning

Without counsel, plans go awry, but in the multitude of counselors they are established (Prov. 15:22).
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Prayer



Wisdom
Discernment
Accuracy
Unity
Good communication
Safety
Protection
Health

Engaging in Spiritual warfare

Leadership Roles



Teach/train
Inspire/motivate
Organize
Set goals
Gauge progress
Hold translators accountable
Communicate
Keeping track of...ALL the details

motivating, setting goals, gauging progress, keeping translators accountable, communicating with the community, and keeping track of many details.

Who is good at organization? Who has skills in administration? Do you have someone who loves to type, or someone who can help others with the technology? Is there someone who can keep track of the chapter assignments and progress? Which members of the team will be training the translators? Who is good at teaching? Who is a great motivator or encourager?

You may choose to do all these tasks together, or you may decide to divide the responsibilities among the leadership team. A checklist, like this one, can help you keep track of the steps you will take to produce a successful translation.

Many communities find it helpful to have a “program manager” or “director” to oversee the project. Some communities designate one or two individuals to manage all the technology, including typing and uploading the drafts. Teams often find it more efficient to have one person in charge of contacting everyone on the team when information needs to be shared. Whatever you decide, it helps to have your roles defined before the workshop begins.

3. Devotions:

One way to create a focused, spiritual environment is to hold devotions before each day of training.

- **What ways can these devotional times prepare translators for the work of translation?**

Some devotional ideas:

- Genesis 11 (Tower of Babel)—God’s hand in creating language.
- Revelation 5 (The scene at God’s throne)—God’s design for every tribe and tongue to worship him.
- Matthew 28:19-20 (Great Commission)—How Bible translation is a part of “teaching them to observe all things.”

Another idea for devotions during the workshop is to relate devotions to the passages being translated. Some leaders create a study of a book that is being translated, or key topics that are addressed in several books being translated (Jesus’ miracles or parables, for example).

Notes:

Distribute the Action Steps Checklist from pages 177-78. Point out that some tasks may take more than one person. Also point out that the leadership team may assign some of the tasks to translators or tech assistants within the translation team, but should always keep track of who is leading each task.



4. Caring for Translators' Needs:

One of the most important parts of planning a successful workshop is creating an environment that allows the translators to achieve their best work. To do this, we must consider the needs of each translator.

Maslow's Hierarchy of Needs

Maslow's Hierarchy of Needs may sound complicated, but it is simply a way of arranging human needs, starting from the most basic ones. We have based our diagram on his, but we have focused on needs you might face when leading Bible translation.

- **Can you think of a time when you were so distracted by thirst, or some other physical need, that you couldn't think about anything else? Or have you ever found that a relational problem in your family is keeping you from functioning well at work?**

This is because our brain prioritizes which needs are most urgent in any given situation.

As this picture shows, the most basic needs are at the bottom of the triangle—things like water, food, and sleep. The next level is safety—feeling protected and having a place to call home.

Level 3 is being part of a group, having a sense of belonging.

Level 4 is feeling respected, and feeling that others in the group value what you contribute.

Level 5 is the highest level where people function at the peak of their ability; for Christians, this is ministry and service to God.

- **What do you notice about this diagram?**

If lower-level needs aren't being met, people may not even be aware of other needs.

For the brain to function at a high level, basic needs must be met. This may seem obvious for physical needs, but it is also true of emotional needs.

Translators need to function at the highest level of thought in order to translate. If they don't feel safe, or if

Notes:

Meeting the Needs of Translators



Physical and spiritual / interpersonal needs

Consider the challenges of working from home

It may be necessary to differentiate between *urgent* (needs that must be met immediately to avoid harm) and *important* (needs that must be met to avoid severe harm). Urgency has to do with timing, while importance has no defined time frame.

Hierarchy of Need



Workbook p. 91, Figure I

For example, a person in a war-torn country may go to great personal risk to get water, because without water they won't survive. The need for water overrides the need for safety.

they don't feel that they belong—that they have value and are loved not only by Christ but also by His people—they will be less able to think well about translation.

When leaders plan workshops, meeting the physical, emotional, and spiritual needs of the translators is part of planning for success. It is also part of loving our brother, as Scripture tells us.

- **For your events, what are some ways you could provide for your team members' basic needs?**
- **How can you meet higher level needs?**

Values-Based Learning

As we consider the higher levels of the triangle, we have found that a way to provide for the team's emotional needs is by **Values-Based Learning**.

Participants will achieve more if they are in a learning environment where they feel valued. It is our responsibility as God's children to treat others with His love, which includes respect and value for others as our brothers and sisters. When we do this in a learning environment, we also build teams that are strong and can faithfully achieve translation.

As leaders and trainers, we must intentionally treat translators as valuable, which expresses Jesus' love to them. Although these expressions may be different in different cultures, the following five qualities or values are universally felt. These qualities are known as the **Five Values of Successful Leadership**. All people feel valued when being treated according to these principles, though they might be expressed differently in different contexts.

Notes:

James 2:15–16

James 2:15–16

If a brother or sister is naked and destitute of daily food, ¹⁵and one of you says to them, "Depart in peace, be warmed and filled," but you do not give them the things which are needed for the body, what does it profit?

Possible answers include:

- *Providing meals (basic)*
- *Providing lodging (basic)*
- *Having security measures in place if in a sensitive area (basic)*
- *Having devotions (higher-level)*
- *Singing together (higher-level)*
- *Having team-building exercises and time of fellowship (higher-level)*

1. **Honesty**—speaking the truth, being faithful to commitments.
2. **Common Interest**—finding mutual interests, likes, or experiences.
3. **Praise**—verbalizing appreciation for hard work, special skills, and efforts.
4. **Protection**—not asking more of the learner than he is capable of; providing a barrier between the translator and distractions or harm.
5. **Service**—finding ways to serve the learner and share his burden.

Exercise: Symbols for Values-Based Learning (Workbook p. 93)

Work together to create a culturally meaningful symbol or icon for each value you've been assigned. When finished, you will show the whole group the symbol you chose, and explain its meaning.

- Can you think of any ways that Scripture reinforces these values?
- Now that you have considered these values, can you think of an experience when feeling valued helped you?
- How have you expressed value to others in one or more of these ways? How did it make you feel?

Notes:

Values-Based Learning

Instructors/Facilitators must show:

Honesty
Common Interest
Praise
Service
Protection

Take time to explain the five values with examples and discussion. Explain the American symbols only if they will be helpful to the team.

Divide into small groups; assign each group one or more of the five values.

Possible answers:



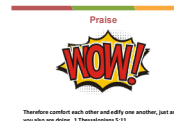
Therefore, putting away lying, "Let each one of you speak truth with his neighbor," for we are members of one another. Ephesians 4:25

Honesty—
Ephesians 4:25



Therefore if there is any consolation in Christ, if any comfort of love, if any fellowship of the Spirit, if any affection and mercy, I allure you by longing for the consent, having the same love, being of one accord, of one mind. Philippians 2:1-2

Common Interest—
Philippians 2:1-2



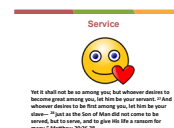
Therefore comfort each other and edify one another, just as you also are doing. 1 Thessalonians 5:11

Praise—1
Thess. 5:11



I have shown you in every way, by telling like this, that you must support this weak, and commend the words of the Lord Jesus, that the word, "It is more blessed to give than to receive." Acts 20:35

Protection—
Acts 20:35



Yet I shall not be so among you, but whenever I desire to become great among you, let him be your servant. "And whenever I desire to be first among you, let him be your slave." "For as the Son of Man did not come to be served, but to serve, and to give his life a ransom for many." Matthew 20:26-28

Service—
Matthew 20:26-28.



How has feeling valued helped you?
How have you expressed value to others?

5. Location/Set up:

Remember that a person's ability to learn and grow is hindered if lower-level needs are not met. However, ability to learn and grow can be enhanced by meeting the person's higher-level needs.

- **How can you plan for set-up that will meet lower-level needs?**
 - Are there people who could cook for the whole group?
 - If translators have traveled far, where could they sleep?
- **In what practical ways can needs for belonging and esteem be addressed?**
 - Devotionals, singing and other fellowship times might reach the need to belong.
 - Connect the work of translation with present needs of the community and future generations. Show honor and respect for individual contributions to the whole.
- **What practical things are necessary for a workshop?**

Consider how you will encourage and motivate translators to be faithful and diligent, even after they return home. Your team will set your own goals, including how much each translator will translate each day/week, and how often you will meet for the checking steps.

- **What kind of environmental issues might affect translators' ability to maintain momentum once they go home after workshop?**
- **In what ways can those issues be addressed?**
- **How will you keep translators accountable?**

Notes:



Practical necessities include:

- location
- tables
- chairs
- paper/pencils
- Workbooks for each translator
- source texts (Plan in advance what book(s) you will have translators start with, and have the source texts ready for them. Some teams are able to finish drafting entire books of the Bible during their training practice!)
- technology (computers, keyboards, internet, electricity; projector and screen, if slides will be used)
- white board/easel/markers (or chalkboard/ chalk)
- space for small groups

Confirm:

Leaders understand some of the theories and practices for hosting an event and are prepared to plan a workshop. They understand the importance of values-based learning. They see how appreciating each other can help in team building and can help the team function as a healthy example of Christ's Body. They understand that, as leaders, they need to plan for physical, emotional, and spiritual needs at events.