<Name of your workshop>

|  |  |
| --- | --- |
| Number of Pupils: | <max/min number, group sizes…> |
| Age Range: | <what level is this aimed at?> |
| Duration: | <in minutes> |
| Type of Activity: | <Role Play / worksheet / other> |
| Workshop Creator: | <Optionally, add your email> |

***<All paragraphs and fragments in angle brackets - <…> - should be replaced with your own text or deleted, as appropriate – make it all look neat and tidy>***

***<Remember the primary purpose of this document – to give a teacher enough information to be able to make a quick decision about whether this workshop may be suitable for their pupils – warranting further investigation>***

***<Additional to this sheet, your materials should include wisdom about running the workshop itself – what you know about what makes this one work, based on your experience of having run it. This can go into the Powerpoint presenter notes section of each slide, or into a separate document going with your materials>***

# Introduction:

<A paragraph or two to convey what this workshop aims to achieve and what kind of activity the pupils will be involved in. There should be enough here for a teacher to be able to make a decision on whether to read on – ie, a broad-brush decision on whether this workshop is appropriate for their class.>

# Intended Learning Outcomes:

After completing the “???” Workshop, pupils should be able to …

* <bullet list of the outcomes>

# Curriculum Links:

<What should pupils know or have covered prior to this workshop? Where does it fit into the Scottish Curriculum for Excellence – either the Broad General Education phase, up to S2/S3 (depending on school), or into the Nationals or Higher or Advanced Higher qualifications? What Experience and Outcome from the BGE, or learning outcome from the national qualifications, does it address? It’s ok if it covers none of these, and is for general interest / enthusiasm-building for CS – just say so if this is the case.>

* <…>

# Setup:

*Materials provided with the Workshop – e.g. Powerpoint presentations, worksheets, handouts, etc.*

* <list these>

*Photocopy Instructions:*

* <What copying must be done beforehand – how many copies required?>

*Equipment Required:*

* <what equipment must be in place?>

*Optional:*

* <Anything optional but would improve the workshop?>

*Room Layout*

* <How should the room be laid out? Are the pupils working in groups? …. >

*Preparing the Groups:*

* <if necessary, any special instructions for selecting groups>

# Background Information

<Teachers may not know all that you know in order to carry out this workshop successfully. Consider what knowledge is required to understand / run the workshop. Either write a synopsis of that knowledge here, if it can be condensed enough, or take the time to look for **good** web links for the teachers to find out more. These should be reasonably short – teachers don’t have much time!>

# Overview of Activity

<Adjust these as necessary for your workshop – we have discussed workshops mostly in this format>

* **Introduction – the Grab** **–** <for each main sections, create a heading summarising the activity>(?? Minutes)
  + <How do you grab the pupils’ attention?>
* **Crossover** **–** <heading>(?? Minutes)
  + <How do you shift from Grab to Activity?>
* **Activity** **–** <heading>(?? Minutes)
  + <What do you / the pupils actually do?>
* **Conclusion / discussion / next steps / sustain** **–** <heading>(?? Minutes)
  + <How do you carry the activity over into further learning?>
  + <Sustain refers to any mechanism you finish with that helps pupils to remember about this workshop as they go about their everyday lives… “Next time you …., remember how that was the … in the workshop doing ….”>