

Permaculture Sydney West



PSW Workshop Guidelines

These guidelines are for people running workshops on behalf of or through the support of PSW. They are offered to help you provide inspiring, useful, effective and sustainable workshops which promote and demonstrate the Three Ethics of and the Principles of Permaculture.

Before the Workshop Protocols (Things to do before you deliver the workshop)

- 1) **Confirm** the following aspects of the workshop with the client/sponsor)
 - a) **Topic** and expected “**take aways**” for the participants. Clarify how they will measure the “success” of your contribution. Future work depends on it.
 - b) **Dates** and times (both start and stop times)
 - c) **Venue** (including location in large complexes, access for heavy materials, parking...)
 - d) Number of **participants** expected. Minimal/ maximum numbers (for you and them).
 - e) **Materials** provided by them. (hand outs, fact sheets, garden supplies, tools, etc)
 - f) **Fee** for service (what they agree to pay you for your time and expertise) Per hour? Participant dependant? Materials included? Parking fees? Etc) Pay sheet to fill out?
 - g) **Contact** names and phone numbers to find the right people on the day

- 2) List and gather all the resources you’ll need for the workshop:
 - a) **The program** – the steps you’ll take them through to teach your topic. What you will say. Questions you’ll ask them. Things you will do. Things they will do. This is the map you will follow as you guide them to learn the skills you are offering.
 - b) **Activities:** Ensure there are **THINGS FOR THEM TO DO** so they aren’t just sitting and watching and listening. A good rule of thumb is 15-20 if info dump and 10 mins or so of some way of using the info dump. Or 10-2- mins of instruction and then turn them loose to do it themselves.
 - c) **Hand outs**, PSW brochures, fact sheets, evaluation sheets, (anything to be printed)
 - d) **Ingredients**, materials, (e.g., mulch, manure, wood, nails, cloth, seeds, , etc)
 - e) **Equipment**, tools, (e.g., gloves, hats, boots, shovels, pots, jars, power, water, etc)
 - f) **Assistants** (Skilled? Unskilled?, How many?)
 - g) **Facts/figures/details.** Ensure your information is aligned with Permaculture ethics and principles. Check with an experienced Permie with a PDC if you’re not sure.
 - h) **Yourself:** be clear about what you are offering people and what you want them to take away. Be there for them. Your confidence and enthusiasm for the topic gives them confidence and encouragement to try something new.

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During PSW Workshop Guidelines. Things to do on the day.

- 1) Arrive at least 30 mins before start time to:
 - a) **Find the venue**, park, unload. Put up the PSW stand/sign./banner
 - b) **Set up and test** your equipment or anything that turns on/off
 - c) **Set up the room** or area/space to best support your workshop. Put things where you'll need them. E.g., handouts, brochures, materials you'll need...
Make it easy for people to enter, move, sit, see and hear.
 - d) **Be calm and ready** to greet people as they arrive. Your manner and demeanour sets the tone for the way people will participate and react.
- 2) **START ON TIME! Welcome people** and thank them for coming (**name the workshop** and give a one liner summary so they know they're in the right place) Thank the "sponsor" and PSW for putting on or supporting the workshop. Give an overview of the workshop: topics, activities, breaks, finish time any handouts.
- 3) **Logistics:** Timing of workshop, breaks, finish, topics, activities, toilets. Safety talk: things to be careful about (tools, access, ground, equipment...) first aid kit, evacuation process, how you want to take questions (During or at the end of each topic).
- 4) **Outcomes. Tell them what they will take away at the end of the workshop.** –i.e., what they will be able to do with what you're teaching. Give examples of how they can use this information back home. Relate your workshop to their world. .
- 5) **Check in with them** briefly by asking, ***"What brought you here today? What are you hoping to learn and take away and use?"*** Listen and even note down their points to make sure you cover them. This gives you some examples of the "back home" situations people have. You can now relate to them by referring to their world as you give your information. Connect your skills and knowledge with their needs.
- 6) **Begin the instruction.** Follow your program. Remember to check in with them each time you make a major point to see if they "got it". Simple things like, "Does that make sense?" "Is that clear?" "Any questions?" "Do you have anything to add?"
- 7) **Stay on time.** Keep an eye on the time so you follow your program, cover all topics, give them time to practise and finish on time. Have your break when you said you would. Check in regularly to see how they are doing with the content/instruction/skills.
- 8) **Keep them busy.** They need to leave feeling competent and confident to apply the skills you are offering back home. Give them enough things to do so they are eager to go home and try it themselves. Keep an eye on safety issues all the time.
- 9) **Wrap it up formally.** 10 mins before finish time gather them and summarise the day. Ask them **what they've learned and how they will use it.** Ask how they will apply the workshop back home. Offer handouts. Promote any upcoming PSW workshops, Blitz, Seed Savers, Living skills course, monthly meeting or council sponsored workshop. Ask them to complete the evaluation sheet and where to leave it. Start packing up while they complete evaluation.

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After Workshop Protocols

- 1) **Be available** to say goodbye and answer questions as they are leaving.
- 2) **Make sure** they take away the resources from workshop and promos for PSW.
- 3) **Pack up** all your gear (someone often offers to help, **say “Yes, thank you”**). It validates them and gives them a chance to talk more about their world.
- 4) **Collect** evaluation sheets and complete any paperwork required by the sponsor. If they want to take the evaluations with them, have a quick to summarise:
What worked? Things people liked and you want to keep doing.
What didn't work? Things that didn't land that well and you'll want to ditch or change.
Good ideas? Any suggestion for you to consider for next time.
- 5) **Check** that you've left the area clean and tidy so we leave a good impression and practise the ethics of Permaculture.
- 6) **Sign** any paperwork from the sponsor to make sure payment details are completed.
- 7) **Thank** the sponsor (if they're there) and get their feedback about how it went. At to your list from the evaluation sheets. Sign and give them any official paperwork so you get paid.
- 8) **Prepare** a short summary of the workshop we can post on the website and give as a promo at the next meeting. We want to let people know all the ways we are support permaculture in the Sydney West area.