

Workshop Checklist for Educational Directors

Before

1. Survey members of your chapter to figure out what they are most interested in hearing about to ensure the most valuable educational opportunities.
2. View pre-approved workshops:
<https://fsl.uiowa.edu/resources/category/pre-approved-workshops>
3. If you are not going to use a pre-approved workshop, email gc-phc-leadership@uiowa.edu to discuss additional steps you will need to take BEFORE submitting any necessary forms.
4. Reach out to the contact listed to request a program.
5. Pick a date, time and location and advertise this to your chapter.
6. Submit a pre-workshop form when all of your details are confirmed. You must submit this at minimum, ten days before the event. To access this form on engage, please navigate to PHC forms and search “Pre-Workshop Form” (you will need to be logged in to access this form).
7. Have a conversation with your members about expectations during presentations.
8. Confirm event with presenter 1 week before workshop.

During

1. Take attendance using the template sent out by the VP of Leadership & Education.

Post-Workshop

1. Submit a post workshop form. You must submit it no more than ten days after the event. To access this form on engage, please navigate to PHC forms and search “Post-Workshop Form” (you will need to be logged in to access this form).
2. Send a thank you note/email to the presenter.

Important Reminders:

- **During the Fall, you are required to host one Violence Prevention training. You will need to submit a request to WRAC or another accredited organization that you are interested in having them present. This is an EXTRA step.**

- Once 90% of your members have attended at least ONE workshop or submitted an individual reflection, you do not have to continue hosting workshops.
 - This means your chapter could host 1 workshop where 90% of chapter members attend and complete all requirements for the Spring semester
 - You could also host 5 workshops where 20% of chapter members attend each and they add up to 90% by the end of the semester and still fulfill the requirement
- Many of the programs you national organizations require may also count for workshops. If you think it might, contact the VP of Leadership and Education to discuss.