Workshop Requirements (Fall 2013)

• Workshops must be at least one hour in length
• An outline must be created ahead of time for approval by the Dean & Assistant Deans of the Dean of Students Office
• Each mentor must complete a workshop outline before the end of the Semester if they are interested in participating
  o Mentors (2) may work together on creating workshops
  o Deadline for Workshop Outlines will be September 27, 2013
• Workshops should include a discussion session as well as interactive activities
  o Icebreakers, Rules for the group, Discussion about main topic, Activities about main topic
• When creating a workshop outline, be sure to include any additional equipment you may need so that staff can book a room that will meet your needs
  o See attached Sample Outline
• On the night that your workshop is being facilitated be sure to be on time and have all necessary paperwork and equipment, or early if you need to set up additional equipment
  o It is very important that you show up to your own workshop as students will be signing up ahead of time and expect to be attending the workshop on the schedule
• Be sure to advertise workshops to your mentee, and encourage them to attend
• Support your fellow mentors and mentees by attending workshops when your schedule allows