



artists *as* educators

The Kennedy Center Seminar
Planning and Presenting
Effective Teacher
Workshops

**NOTE TO
PROSPECTIVE
SEMINAR
SPONSORS**

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After reviewing the information on the following pages, if you decide to host the *Planning and Presenting Effective Teacher Workshops* Seminar, please review the Agreement and complete the online Seminar request form.

INTRODUCTION

We're delighted that you're considering hosting the Kennedy Center's Seminar, *Planning and Presenting Effective Teacher Workshops*.

To ensure this Seminar will meet your needs the Kennedy Center has created this document outlining key Seminar concepts.

This Seminar builds on the content provided in three other Kennedy Center Seminars and those Seminars are recommended as prerequisites:

- 1) ***Laying a Foundation: Defining Arts Integration***, a Kennedy Center Seminar that addresses what is arts integration, what are standards in education, and how to create an effective connection for an arts-integrated topic.
- 2) ***Mapping the Journey: Planning Effective Residencies for Students***, a Kennedy Center Seminar that introduces a planning model for designing residencies. This seminar results in the creation of a "Residency Plan." This Residency Plan acts as the springboard for designing instruction.
- 3) ***Anatomy of a Lesson: Designing Instruction***, a Kennedy Center Seminar that identifies and examines the components of effective lessons, and presents a lesson template for designing instruction.

SEMINAR CONTENT

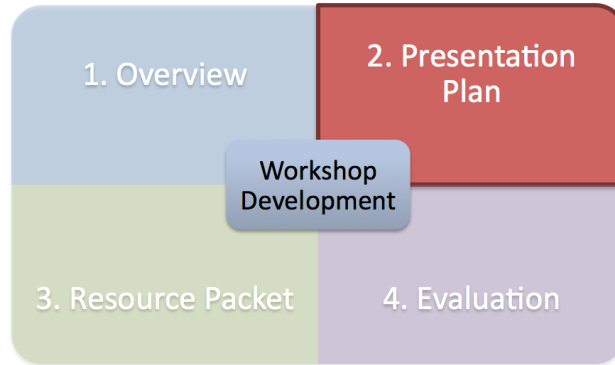
The Seminar is designed to guide participants through the four parts of Workshop Development.



The workshop development has four major parts:

- 1. Overview** - provides the succinct sketch of the workshop for sponsoring organizations and teachers interested in your workshop.
- 2. Presentation Plan** - a detailed internal agenda which is used by the workshop leader as a guide for presenting the workshop. It includes the content and timing for each workshop component (introduction, transitions, learning activities and reflections, break, closure, and participants' evaluation).
- 3. Resource Packet** - a resource given to participants which documents the workshop. It frees participants from notetaking thus allowing them to give their full attention to the workshop experience. The Resource Packet also plays a critical role after the workshop, providing specific information that guides teachers when they implement the new strategies in the classroom.
- 4. Evaluation** - a reflection by the workshop leader that takes into account participants' and sponsor's assessments of the workshop's effectiveness. This evaluation process helps workshop leaders know what adjustments are needed to the workshop.

**The majority of the Seminar focuses on Section 2:
The Presentation Plan**



The Seminar provides participants with time to examine each component of the Presentation Plan, begin the process of developing their Presentation Plan, and practice the presenting skills necessary for each component. Time is allotted for independent work, peer coaching, and leader-facilitated feedback.

Over the course of the three days, participants are engaged twice in a one-hour workshop to observe the principles of workshop development in practice.

A Seminar Binder that includes all content, copies of worksheets used in the Seminar, and additional resources, is provided to each participant.

FREQUENTLY ASKED QUESTIONS

1. How long is the Seminar?

The Seminar is three full days, from 9 a.m. to 5 p.m.

2. How many participants can attend the Seminar?

The Seminar is designed for up to 30 teaching artists.

3. Can a participant attend only part of the Seminar?

Participation in all three days is required.

4. Is it necessary that the participants have taken the prior Seminars?

The Kennedy Center strongly encourages that teaching artists have taken the three previous Seminars (Arts Integration, Residency Planning, and Lesson Design). Please speak with a Kennedy Center representative if you are interested in bypassing this prerequisite.

5. How much does the Seminar cost?

Please contact a Kennedy Center representative for current pricing.

6. By the end of the Seminar, what will the participants have completed?

The Seminar provides the opportunity for participants to examine, and begin drafting, their own workshop Overview and Presentation Plan. Time is also allotted to begin the process of outlining a Resource Packet. The Seminar does not provide the time for participants to complete these tasks. The Kennedy Center and Sponsors have found that to be successful, participants need follow-up assistance in completing and revising their work. More information about these Next Steps is included in the “Guide for Sponsors” that you will receive once you have contracted for the Seminar.

7. Who will lead the Seminar?

The Seminar is led by two of the Kennedy Center’s national teaching artists. A list of Seminar leaders will be provided to the Sponsor. Sponsors may request a particular Seminar Leader.

AGREEMENT

If, after reading the information and discussing it with a Seminar Leader or Kennedy Center staff, you would like to host this Seminar, please confirm that you have read and understand the following by checking the appropriate box on the online Seminar Request Form.

Prerequisites

- I understand that the Seminar *Planning and Presenting Effective Teacher Workshops* builds on the concepts taught in three Kennedy Center Seminars, ***Laying a Foundation: Defining Arts Integration, Mapping the Journey: Planning Effective Residencies for Students and Anatomy of a Lesson: Designing Instruction.*** I understand that prior participation in these Kennedy Center seminars is strongly recommended.

Requirements for Sponsor Follow-up

- After the Seminar, I understand that the Sponsors provide feedback and guidance to participants as they continue to develop their Overview, Presentation Plans, and Resource Packets. I am committed to offering this feedback and guidance.
- I recognize that if individuals, other than the Sponsors, will provide this follow-up, they are required to attend all Seminar sessions.