Dear Capacity College Instructors-Facilitators,

The following information serves as a guide for what provisions should be made for each workshop. NPN workshop elements are modeled after NeighborWorks® America Training Institute training standards, which include a list of trainer expectations and suggestions of what should be considered when developing and implementing your sessions. This will provide a practical means by which to plan, carry out and document effective course instruction and provide a more objective base for evaluation.

Each workshop will include the following pre-prepared materials:

Agenda
This will include the estimated times for each part of the workshop, inclusive of but not limited to pre-test, breaks, session review, closing remarks, post-test, questions in the "parking lot" and evaluations. NPN provides a recommended agenda for modules created by NPN, but instructors can alter the content and times for these agendas, as needed.

Housekeeping Tips
Placed in a conspicuous location in the classroom, flip chart paper or other signage needs to be provided that indicates any housekeeping items, such as restroom locations, ground rules, etc.

Participant Sign In Sheet/List
The sign-in sheet should include instructor name and workshop title, date, with a column containing confirmed participant name (and space below for walk-ins), column for signatures, and a column for time signing-in. NPN will always provide this sheet for core workshops (Leaders and Organizations Series), and recommends usage of such a list for non core workshops (Communities Series).

Workshop Objectives & Student Core Competencies
Each workshop should contain a course objectives page that clearly articulates what will be covered in the workshop, as well as a core competencies page that specifies what knowledge, skills, and/or abilities participants will gain from the course. NPN will always provide both of these documents for core workshops (Leaders and Organizations Series), and recommends usage of such documents for non core workshops (Communities Series) that are skill-building in nature, as compared to informational.

Lesson Plan
All core workshops (Leaders and Organizations Series) should have a step-by step lesson plan for achieving desired learning objectives. The lesson plans are for the instructor-facilitator only, and will be provided by NPN for core workshops (Leaders and Organizations Series). Lesson plans are recommended for non core workshops (Communities Series) that are skill-building in design.

Pre & Post Test Evaluation
Each workshop should contain a pre and post test learning evaluation that tests participants' gained knowledge after the workshop. NPN will always provide this sheet for core workshops (Leaders and Organizations Series), and recommends usage of such a document for non core workshops (Communities Series) that are skill-building in nature, as compared to informational.

Supplemental Course Handouts

Each workshop should have learning aides in the form of handouts that supplement the course content being offered. NPN will provide supplemental handouts for core workshops (Leaders and Organizations Series), and recommends usage of handouts for non core workshops (Communities Series). In addition, instructors-facilitators are encouraged to supplement workshops with their own relevant materials that align with course content.

Activities / Exercises
NPN believes in providing some form of experiential learning in the classroom in which participants are given the opportunity to "practice" using and negotiating content materials. NPN provides recommended activities with each core workshop (Leaders and Organizations Series), but encourages instructors-facilitators to enhance their workshops with their own activity/exercise design. For non core workshops (Communities Series), NPN recommends activities/exercises for skill-building sessions only.

Audio/Visual
Not all workshops are conducive to audio/visual usage, but it is recommended that either of these teaching tools are utilized whenever possible in order to accommodate different learning styles. As of 9/1/2014 not all of NPN's core workshops include audio/visual materials, such as power points, pictures as handouts, video or audio recordings, but this is a goal for most, if not all workshops. If you do have materials that require audio/visual support, please let us know. NPN will provide the requisite audio/visual support, where possible.

Parking Lot:
Each workshop should have a flip chart titled Parking Log that will be utilized to record participant questions that are better suited to be addressed by the instructor-facilitator either later in the workshop or after the workshop has ended, allowing the session to remain on schedule on task (agenda).

Workshop Evaluation
Each session should provide an evaluation for participants to evaluate course instruction NPN will provide evaluation forms for all core workshops (Leaders and Organizations Series) and recommend evaluations (as well as provide when agreed upon) for non core workshops (Communities Series).