

# CATECHETICAL INSTITUTE

## USING WORKSHOPS IN A GROUP SETTING



### QUICK START GROUP GUIDE

- Discuss which parish groups could best benefit from workshops led in collaborative learning sessions.
- Choose a specific track or workshop.
- Determine a time frame, session length, and goal to be accomplished at each gathering.
- Advertise to your target group, introducing CI, the relevant workshop topics, and the structure. Invite participants to bring their device.
- Ensure that the meeting location has WIFI or a cable connection to the internet, and that the room can project the workshops clearly enough for everyone.
- Assign a facilitator for the workshop. The facilitator keeps the discussion from being dominated by a single person, while guiding the discussion to be collaborative.
- The facilitator should be familiar with workshop content in order to adapt workshop content, when necessary, for a group setting.

### HOSPITALITY

- Assign/invite participants to help with refreshments and room setup.
- Soft Catholic meditative music can be played in the background to provide a prayerful atmosphere and complement the beauty of the workshops.
- Have bibles and Catechisms to purchase or borrow.
- Consider using nametags and doing introductions.

### TIPS FOR SUCCESS

- Introduce the online presenters using the biographies found in each workshop.
- Begin a specific workshop and go through the segments according to the time available.
- Segments and tasks can be viewed and discussed as a group or participants may use their devices to type and save, or simply complete tasks on paper.
- Have Bibles and Catechisms available for those less familiar with using such texts electronically.
- Consider printing sheets of key texts as well as the handout available for downloading at the beginning of each workshop.
- Workshop segments and tasks not completed could be resumed and completed by participants on their own at their convenience, perhaps within a specific time frame.
- Set aside time for group prayer and/or silent reflection at the conclusion of the session.