



Learn to Inspire

Innovate – Inspire – Invoke

Tips and Tools Series: Learn to Inspire with Amazing Workshops!

Hi, it's Linda and Deb of Learn to Inspire™ and we're pleased to share with you one installment from our Tips and Tools Series. In fact, we're so enthused about the feedback we've received that we decided to create a Tips eBook. The eBook will include this and other **Tips Topics that help you create and facilitate amazing workshops**, classes, and other learning programs.

What's the point? Well we know that building a business depends on connecting with clients and customers, and this connection occurs when they can experience not only your expertise but your energy, commitment, and personal style.

Delivering a workshop or class is a perfect way to shine a light on you and your business! But even if we recognize this as a great idea, we may not be entirely comfortable with it. How do I go about creating a really great learning experience that gets attendees asking for more? What does it take to facilitate such an experience in a way that's totally comfortable for me and my style? What if I've never done any of this before?

If you're committed to and passionate about your business, we're committed to helping you gain the knowledge and skills it takes to share your expertise, attract new clients, and grow your business!

Want to learn more? If you like what you see we invite you to sign up for another complimentary "chapter" in our upcoming eBook:

36 Tips to Create a Sizzling Learning Experience

A bucket load of strategies to accommodate different learning styles

Go to www.learntoinspire.com/123.htm to sign up for your complimentary copy.

Or, visit our website at www.learntoinspire.com to learn more about us, our services, or to sign up for our newsletter.

Joyfully inspired,
Deb Waterstone and Linda McDonald

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23 Tips to Create a Positive Physical Environment

Use care in attending to the physical environment.

The space in which we offer our subject matter has an energy all its own and contributes to the overall learning experience. We may or may not have total control over where our event will be held but we can still influence it in a variety of ways. Some of the tips listed are specific to face-to-face or virtual environments. Others can apply to both.

Energy – Whether or not you have full control over your learning space ambiance and function, paying attention to the energy for that space is critical.

1. Intention positive outcomes as you prepare your learning environment
2. Look at your space ahead of time and envision how you'd like it to be
3. On the day of your session plan to arrive early and arrange the room with care
4. Look for ways to remove or block distractions (visual and auditory, sensory – think about allergies; in the room and outside)
5. Find out about lighting and temperature and adjust where possible
6. Make a plan for greeting late arrivers so that they can enter with as little disruption as possible
7. Ask that phones, pagers, etc. are turned off for the session

Ambiance – Create the look and feel of your space keeping in mind your audience, the subject of the workshop and you.

8. Add objects and colors to bring new dimension and perspective. It is amazing what one strategically placed floral arrangement can do for the look and feel of your space. How about a bowl of fruit or flowers to breathe life into the room?
9. Create an opportunity to add sound –music to welcome, during break
10. Notice again the lighting and temperature in the room
11. Provide refreshments (opening of session and/or during breaks)

Function – Do what you can to create the optimal level of function for your space. This will support the energy you are bringing and ambiance you are creating.

Face to face, look for a space that is easy to access. Accessibility includes:

12. Location - easy to find, ample parking, free parking or voucher
13. Entry - handicap accessible; registration process; the space (large enough for breakout sessions, refreshment table, promotional materials, workshop materials, etc.)
14. Comfort - bathrooms, telephones, smoking, fresh air



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Function continued...

Choose furniture and arrange it to fit the type of experience you want to create.

15. Chairs and tables for workshops requiring writing or other tabletop activities
16. Living room style sofas and chairs with end tables for refreshments give a more intimate feel and are great for 1 day or more events. Have clipboards or notebooks for writing.
17. Chairs in circles allow more full interaction
18. Lecture style seating puts the attention on you the facilitator

Virtual experiences:

19. Communication, communication... make sure your participants know how to connect with your session. When using email establish an approach that ensures they receive your messages. For example, always send emails on the same day and have people follow up if they don't receive them.
20. Before and during the workshop review conversation guidelines, such as state your name each time you speak, attend from a quiet space, turn off cell waiting, resist interrupting others, and more
21. When appropriate provide visual materials ahead of time to support visual learners
22. Invite learners to create their own ambiance in their home or office space
23. Offer a recording of the session

For more great learning about teleclass development visit us at www.learntoinspire.com/virtuallearning.htm

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About the Authors

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REACH Resources is a human potential development company working with individuals & businesses through consulting, learning facilitation and creativity coaching. Linda is committed to helping people realize and express their greatness in all areas of life and work.

Deb Waterstone, M.Ed. – *Spirit of Success*
Deb is a learning coach, consultant and facilitator who supports large companies and individual business owners with custom program design and workplace training. She is fueled by her commitment to breathe life into learning and loves to collaborate with others who are inspired to create positive learning experiences.

Resources

Spirit of Success; Deb Waterstone;

www.spiritofsuccess.biz

REACH Resources; Linda McDonald;

www.ReachResourcesInspire.com

The Foundation for Inspired Learning; Peter Reding;

www.inspiredlearning.org

Join our mailing list and receive **36 Tips to Create a Sizzling Learning Experience** – our compliments

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