

## Key to Successful Workshops

### This is a **TEAM** effort.

- Gather 5-6 committed MGEVs that want to interact with the public.
- Involve your county agent from the start.
- Many MGEVs have specialties or interests that they are willing to share with the community.
- Some MGEVs do not want to be speakers or in charge of a workshop, but are willing to help.

### Assess your community.

- What are their needs?
- What do they want to learn?
- What are the special aspects of your community?

### Assess your resources.

- Workshops cost money for printing, supplies and materials
- Handouts on almost any workshop topic can be sourced at the CAES website.
- Event sites accessibility, demonstration space, and parking

### Create a committee:

- *Rome-Floyd Yard and Garden Program Development Team* is made up of people from various community roles and professions.
  - Master Gardeners and County Agent
  - Community leaders
  - Keep Rome/Floyd Beautiful Director
  - Rome City Arborist
  - Local Nursery and Landscaping representative
  - Local Non-Profit organizations like Chieftains Museum, ECO Center
  - Local colleges and technical college that have environmental or horticultural progress

### Schedule a **Committee Planning meeting at the beginning of the year to set up the schedule for the workshops.**

- Have **your calendars** at the meeting!
- Have a **12 month calendar** that has **holidays and special event dates**.
- Bring ideas to the planning meeting.
- Brainstorm ideas.
- Some workshops have **great attendance**. You may want to **repeat** them year to year.
- Review past years' workshop schedule to **avoid oversaturation**.
- Rethink **poorly attended** workshops.
- Avoid scheduling on **important dates and holidays**.
- Start out with **three or four** workshops per year.
- **Add more** workshops as the years progress.
- Hold most workshops on **Saturday**.

Master Gardener Community Workshops  
Thoughtful Thursday | Project Map It | October 18, 2018  
Provided by: Ginny Word, Floyd County Master Gardener Extension Volunteer

- Have a complete schedule for the year before the end of the meeting
- Determine topics and give them titles
- Determine who will be presenting for each workshop
- Determine where each workshop will be held
- Determine time and date for each workshop
- Determine who will create the calendar for publication.
- This is the time to nail down the calendar

**Publicity is key to notifying people of the workshops!**

- Assign a **committee member** the responsibility for **publicity**.
- Keep the notifications **consistent**.
- Publicize notification in a variety of ways:
  - Radio
  - Newspaper
  - Facebook page through Events and Timeline
    - Facebook Events include a map to help attendees locate the workshop site
    - Get others to 'share' your posts on Facebook
  - Venue Dog
  - Community Calendar and Visitors/Tourism Bureau
  - Announce upcoming workshops at the current workshop
  - Place workshop calendars in local nurseries and hardware stores
  - Share calendar with garden clubs and others interested in horticulture
    - Post the calendar on Facebook page

**Gather materials.**

- Program **registration sign-in sheets** and pens
- Banners, signs, table swag and tablecloth with UGA Extension logo
- Fill a container with supplies like: tape, scissors, push pins, clips, markers.
  - Include extra sign-in sheets, paper towels, and maybe even a spray cleaner.
- For **messy** demonstrations, use **plastic tablecloths or sheets**.
- ***The person presenting the workshop should be responsible for any materials needed.***

**Day of the Workshop**

- ***Divide and Conquer!***
- Count **volunteer hours** for MGEVs conducting the workshop.
- Remind attending MGEVs to record the workshop as **Continuing Education hours**.
- Designate an **MGEV to be responsible for getting all the attendees to sign in**. If there are a lot of people signing-in, have more than one sheet.
- Designate an **MGEV** who will **greet** the attendees.
- Interact with attendees before the workshop begins so they feel **comfortable and welcome**.
- Have MGEVs on hand to **assist with set up** and to give out handouts.
- Designate a **photographer** (*Be sure you have appropriate permission, including a UGA media release, for photos of adults and youth.*)
- Plan at least an **hour to get set up**. Unexpected challenges can arise.
- **Start on time**.
- If appropriate, have an agenda and/or handouts for attendees to follow along and to take notes.

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- Give a **brief overview** of what you plan to discuss.
- Speak **clearly and loudly** so everyone can hear.
- Keep presentation to **one hour** or less.
- Allow time for **questions** from attendees.
  - *Don't get distracted. (If someone asks an off topic question, defer till after the presentation)*
- Be animated and interesting.
- Remember to smile.
- Give attendees **something to take home**.
  - Handouts, workshops calendar, make & take, door prizes, etc.
- Ask for **attendee feedback** using a notecard for comments and **three things they learned**.

**Debrief after the workshop.**

- How did it go?
- What could you do better?
- What should you nix?
- How interested were the attendees?
- Review attendees' feedback.

**Some Workshop Ideas**

- Pruning
- Tree walk
- Seed saving
- Decorating for the holidays
- MGEV booth at plant sales and festivals
- Family oriented workshops (think grandparents and grandkids on a Saturday)
- Make & Take projects
- Pollinator gardens
- Organic gardening
- Arbor Day, Earth Day, Pollinator Month
- Make Hypertufa containers
- Current trends like vertical or pallet gardens
- Container gardening