

SFEAT Workshop Role Check List 2023

Created by Caroline Cliche

Online Producer 1
Toastmaster Chair 2
Workshop Facilitator 3
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Timer 4

Online Producer

Before the Workshop:

Conference Platform	Confirm hosting rights for the conferencing platform.
	Ensure the workshop link will be operational at the time of the workshop.
	Log in as workshop host.
	Assign screen sharing privilege with Toastmaster Chair and Workshop Facilitator, if necessary.
	Set up polling ahead of time (if requested).

During the Workshop:

	Start the recording when the Toastmaster Chair requests it.
	Monitor and ensure people remain on mute when they do not have the floor.
	Assist the Chair and members on technical and behind-the-scenes aspects of the workshop.
	Manage chat for workshop facilitator.
	Manage the break of the workshop.
	Prepare breakout rooms, if requested.

After the Workshop:

	Stop and save the recording.
	Upload video to our Vimeo folder.
	Review the workshop with the Chair to determine what worked and determine what changes can be made to improve the process next time.

Toastmaster Chair

Two or More Days Before the Workshop:

Assigned Roles	Ensure that all roles (i.e. GE and Timer) are filled by the Monday preceding the workshop.
Workshop Facilitator Intro	Request for Workshop Intro from Workshop Facilitator(s). Also request timing of workshop segments.
	Finalize Workshop Facilitator Introduction(s) based on response(s). Consult handout on Intro if necessary.
	Communicate timing requirement for the workshop to the Timer.

Workshop day - prior to the workshop:

	Arrive on the call 10-15 mins early.
Meeting Roles	Check if all Role takers have arrived, if not, find backups. Introduce Timer to Workshop Facilitator.
Guests	Meet and greet guests. Note their name.
	Give 1-minute warning before workshop begins / Delay start of workshop if necessary.

When Workshop Begins:

Opening	Introduce yourself and welcome everyone, including any guests.
Recording	Inform guests and Members that workshop will be recorded and ask Online Producer/delegate to start the recording.
Agenda	Mention if there are any changes to the agenda.
Workshop Facilitator	Introduce Workshop Facilitator with their prepared introduction.
	Lead the applause.
	Keep track of workshop time – work with Timer.
Break	Announce the break and instruct what time to reconvene.
	Give a 1-minute warning.
GE	Introduce General Evaluator, lead the applause, give control of workshop to GE.
	Regain control of the workshop after the General Evaluator has finished delivering his/her report.
Guest Comments	Invite guests to share their workshop feedback.
	Closure statement of the workshop with some brief remarks.
	Adjourn the workshop.

Workshop Facilitator

Before the Workshop:

	Prepare a workshop that is educational.
	Provide workshop title and synopsis to VPPR and VPM 1 week or more prior to the day of the workshop to allow time for promotion.
	Respond to the Toastmaster Chair with your workshop introduction, when they reach out to you.
	Practice, practice, practice your workshop (If possible, record yourself to check body position, eye level, video and audio qualities).
	Familiarize yourself with all the platform functionalities that you want to use.
	Obtain workshop link.
	Arrive on the call 10-15 mins early.
	Confirm final timing schedule with Timer.
	Provide any changes to your introduction and confirm workshop title with Toastmaster Chair.
	If slides are being used, confirm that share rights are provided.

During Workshop:

	Facilitate workshop in the time allocated.
	Return the control of the workshop to the Toastmaster Chair after your workshop is complete.

General Evaluator

Before the Workshop:

	Confirm that the evaluation team understands their roles.
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During Workshop:

	Take notes on all club proceedings to evaluate things such as: timeliness, enthusiasm, preparation, organization, performance of duties, etc.
	Introduce Evaluation segment of the workshop.
Round Table Evaluation	Facilitate the Robin Table Evaluation process as suggested below: Ask members to provide points about the Facilitator (1-3 statements - within 1 min).
Order	Announce participant order for providing the feedback (list 2 or 3 names at a time).
Timing	Ensure that timing is respected with visual or verbal cues, as required.
Timer Report	Call on Timer to give report.
GE report	Report on all aspects of the workshop. Be sure to highlight what the club members/guests did well and suggest what they can do to improve using concrete examples.
	Return control of the workshop to Toastmaster Chair after your report is complete.

Timer

Before the Workshop:

Timing Info	Confirm timing of each segment of the workshop with Facilitator.
	Test virtual backgrounds (or prepare coloured timing cards) to place in front of the camera for each light (green, yellow/orange, and red).
	If requested by Facilitator, prepare workshop timing cues (verbal or visual signals).

During Workshop:

	Pay close attention to the timing of each workshop segment.
	Record the time of every portion of the workshop.
Timer Report	Provide Verbal report when requested by GE: <ul style="list-style-type: none">• Toastmaster Intro• Workshop• For Round Table Evaluations, provide a range for each segment.