



GEORGE WASHINGTON
TEACHER INSTITUTE

**Professional Development
Workshop Checklist**

Ask yourself the following questions:

- Did I consider the size of the audience and the subjects the participants teach?
- Did I make an outline of my session to help keep me on track?
- Did I review or practice the session at least once?
- Did I build in time for discussion and reflection?
- Did I build in time for session breaks, snacks, or meals?
- Did I make sure the workshop meets any special needs of participants?
- Did I prepare for the technology that the participants and I will need, such as computers, Wi-Fi passwords, and audio speakers?
- Did I prepare the necessary materials for the workshop, such as handouts, reading lists, online resources, paper, and writing utensils?
- Did I prepare an evaluation form or link for the participants?
- Did I print off copies of the Certificate of Completion for the participants?
- Did I visit the workshop location/room to prepare for set up?