

Time needed: Approx. 1.5 hours

This facilitator's plan gives an outline of a typical workshop using the Viewpoints Curriculum Design Toolkit. Facilitators can use it to help them plan workshops with educational teams who want to design their curriculum (e.g. revise a module, plan a new course, or prepare for revalidation).

ACTIVITY	INSTRUCTIONS	TIME/ROLE
Session Outline	Introduce the session outline. (Show PowerPoint presentation slide – Session Outline)	3 mins (Facilitator)
Workshop introduction	Briefly introduce the Viewpoints reflective tools, and show examples of how they can be used for curriculum design. (Show PowerPoint presentation slides – Workshop Introduction)	5 mins (Facilitator)
Overview of Activities	Briefly introduce the workshop activities. Explain to the groups what they will be doing at each stage. (Show PowerPoint presentation slide – Overview of Activities)	2 mins (Facilitator)
Activity 1: Agree objective	Each group considers their key challenge and agrees an objective for the session. They record the objective on the timeline worksheet.	10 mins (Groups)
Activity 2: Choose a theme	Groups select a theme to consider for their objective (Assessment and Feedback, Information Skills or Learner Engagement), or create their own theme using the blank card set. If possible, Tasks 1 and 2 could be done before the workshop.	10 mins (Groups)
Activity 3: Select principles	Groups read the front of their chosen set of theme cards (one principle per card). They select the cards/principles that can help them address their objective.	10 mins (Groups)
Activity 4: Map principles to timeline	Groups map selected principles to the timeline and (if relevant) prioritise them. (Note: they can place the same cards in more than one place on the timeline)	15 mins (Groups)
Activity 5: Select examples	Groups turn over the cards on the timeline, to display the relevant examples on the reverse. (Note: if time's short, they should only turn over the most important cards). They tick the examples that could support their objective using markers. They can stick cards on the timeline using Blu-Tack (or any other sticky stuff), for presenting later.	15 mins (Groups)
Activity 6: Review ideas & formulate plan	Groups discuss how their ideas could be used in teaching practice. They write on the worksheet using Post-its or markers.	10 mins (Groups)
Activity 7: Action points & reflections	Groups agree any final reflections and action points to take forward. They record this on the student timeline.	10 mins (Groups)
Activity 8: Share plans	One or two members from each group present their completed worksheet and briefly feed back on their progress/conclusions.	5 min/group (Individuals from groups)