Lead Workshops

Before a Workshop

> The materials for each Workshop are found on the Activity Hub. Materials exist in two parts: presentation (to be shown to the students) and notes (a guide for ANGLO Leaders to follow). It's important to familiarise yourself with the Workshop material before you begin the session

The WTS holds a meeting with the ALs to go over the Workshop materials and discuss the logistics of the session.

The WTS assigns each AL a group of students based on the students' class: max. 15 students of a similar English level and a similar age.

The WTS gives a student list and the classroom number to each AL.

> Each AL leads a group of maximum 15 students, but it is possible for 2 groups of students (each with an AL) to be assigned to the same classroom if it is necessary for logistical reasons. These groups must have a similar level of English and be of a similar age

The WTS goes over the timings of each stage of the Workshop and is available to help ALs with any questions they may have.

Workshop Meeting Point

Since Workshops only take place twice for each student in their programme, it is unlikely that students can be told which classroom/theatre they need to go to, therefore the WTS communicates a meeting point to the Group Leaders where all the students gather to be accompanied to their respective classroom by their respective AL.

ALs have their student lists and can gather their students and proceed to the appropriate room to begin the Workshop.

Beginning a Workshop

The AL takes the attendance list and any missing students are reported immediately to the WTS.

The AL begins the session by introducing themself and the Workshop to the students, following the guide in the Workshop materials or as modified in the pre-Workshop meeting.

Throughout Workshops

Some things to bear in mind throughout Workshops are:

- Before any break or mission around the campus remind students about road safety
- Before breaks, be clear about what time to return to the Workshop session
- Take the attendance list any time students return from a break or a mission around the campus
- Contact the WTS if you need any support or to report student absences

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