

Master Class tips

Remember That Teaching is Its Own Skill

Clearly you are good at what you do. Otherwise, you wouldn't be in a position of educating others. Just keep in mind that knowing how to do something doesn't necessarily mean you possess the natural talent to teach it to others. In fact, if something came very naturally to you, you might struggle to break it down and teach it to someone who doesn't catch on so easily. Here are some things to consider when planning your session:

- Don't gloss over things simply because you've committed them to memory.
- Break down multi-step processes.
- Don't use language that can unintentionally frustrate or demean such as 'anyone should be able to do this without thinking.'
- Remember that learning new things can be intimidating.
- Try to avoid doting on the 'super stars' in your session. If things are coming easy for them, you are better off focusing on those who are struggling.

Give Your Audience a Sense of Accomplishment

Take the time out of your session to praise your audience for their hard work. Remind them of what they have learned, and what they will be able to do as a result of that. It may seem like a small thing, but give serious consideration to providing attendees with a certificate of success or completion. There are certificate templates available that you can customize.

Keep Activities to Time

As a matter of practicality, you will need to manage the time activities take. To start, do a dry run. This will help you to identify when activity might run long. Or when it may run short. Then, make accommodations.

For example, you can bring out a finished model of something to help a project move forward. If things are moving along too quickly, you can plan an extra task or diversion. Remember that any activity should be able to be completed within the time constraints of your workshop. Otherwise, students will feel frustrated and unsatisfied. Be sure they will be able to see the fruits of their efforts.

Encourage Group Discussion

This should be a participatory experience. Encourage participants to pipe up and give opinions, to share their experiences, and to incorporate what they know into what they are doing now. Plan to add discussion prompts throughout your session to get your audience to share their experiences.

Remember that you don't need to control every part of the experience, nor should you. Think of yourself as a facilitator. You are there to teach, but also to encourage exploration, discussion, and ultimately implementation.

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