

District Partner Steps for Booking a Workshop

1 Have a discussion with all the District Partners at your district, to pick three potential dates for a workshop.

- Other members of your district team might be involved in this step, too.
- Priority will be given to full-day workshops
- Many districts find it best to book a workshop on a non-instruction day, so that TOCs aren't an issue

2 With your team, have a look at the [Workshop Catalogue](#), to decide an overall topic/category for learning for the workshop. Examining [eHandouts](#) from previous workshops can also help in picking a topic &/or focus.

- There are **9** categories - as laid out in the catalogue
- It can be useful to pick potential objectives as well
- 3 objectives is typical for a full-day workshop

3 With your team, fill the [Workshop Request Form](#) to officially send your request to **POPEY**.

4 Coordinate and plan the workshop with **POPEY**, as described in the [Workshop Norms](#) document.

Questions?



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