

Concordia Continuing Education Workshops

Information for prospective workshop facilitators

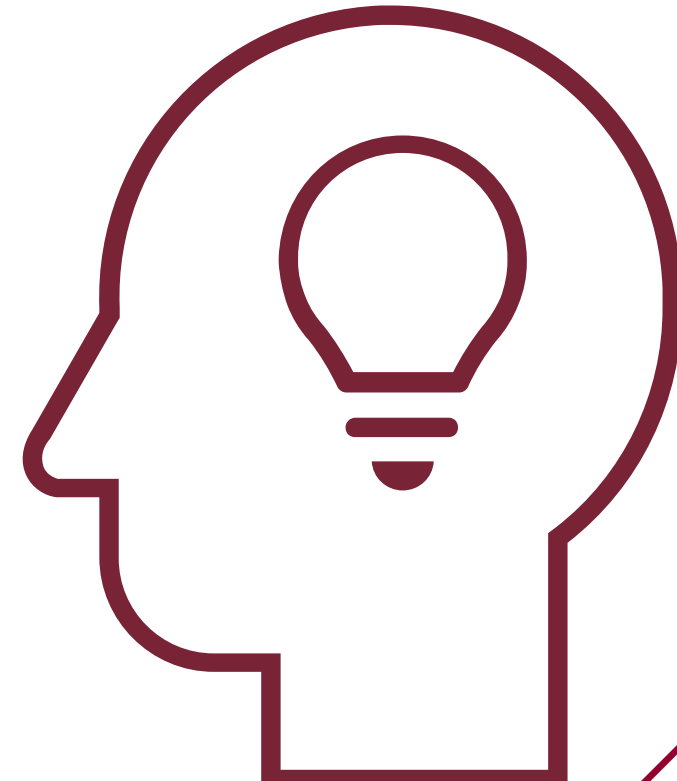


What is a Continuing Education workshop?

Continuing Education workshops are accelerated, practical, skill-based learning modules that offer tangible results. Our workshops use experiential and active learning approaches to teach skills that are immediately applicable in the real world.

Workshops may include a combination of:

- Facilitator-led exercises
- Applied activities
- Case studies or real-world examples
- Interactive lectures
- Self-assessments
- Group discussions
- Individual exercises



What is the format?

Workshops are offered in condensed 3-, 6- or 12-hour formats. All workshops are taught online.

Note that 6- and 12-hour workshops may be split into 3-or 6-hour sessions.



Who are workshop facilitators?

Our workshop facilitators are subject matter experts in their field. Facilitators must have significant real-world experience in order to teach these practical and skill-based workshops.

Relevant work and volunteer experience, educational backgrounds, professional certifications, and memberships in professional orders will be considered.

Teaching experience is not required; however, teaching, facilitation, mentorship, public speaking and/or equivalent experience is a strong asset.

Who is the audience?

Continuing Education workshops are open to the public (18+). Participants may come from any educational, professional, or sociodemographic background. Survey data indicates that the majority of Continuing Education participants are aged 25-44 and are employed full time.

- Participants may include: entry to mid-level career professionals, newcomers, jobseekers, freelancers, retirees, students, or the self-employed.
- Primary motivations for participation include: career advancement, staying up to date, reorienting career paths, and personal growth.



Can I tailor my workshop to a specific audience?

Continuing Education workshops are intended to be applicable to a wide audience. You can tailor your offering and recommend participant profiles that would "benefit most", however this audience should remain broad and not be exclusionary.

For example:

- The "Change Management" workshop recommends the following audiences would benefit the most from this workshop: executives, managers and team leaders who want to learn how to effectively manage change within their organizations; anyone who wants to learn how to better negotiate change in their personal or professional life.

Note that there are no prerequisites for workshops. You may recommend a base level of knowledge, but it must not be a requirement, unless otherwise agreed upon. As such, you must be prepared to make the learning experience accessible to those who may not meet the recommendation.

What is the process to submit a proposal?

Step 1: Submit your workshop proposal and application via the online form: [Concordia Continuing Education Workshop Proposal](#).

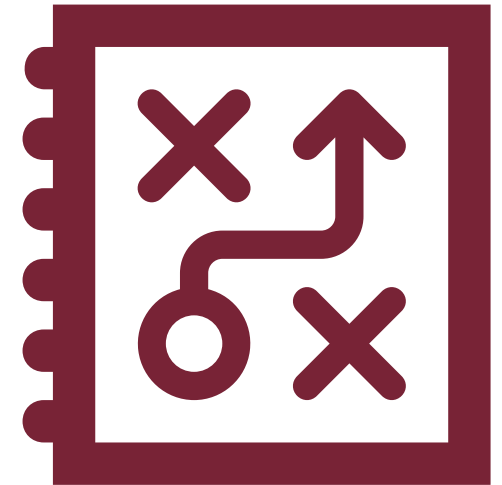
Step 2: Our internal review committee will contact you to arrange an interview and/or discuss next steps, should your proposal be shortlisted.

Step 3: If selected, administration will contact you to schedule a workshop date.



What is the process once selected?

- Concordia Continuing Education will provide you with the PowerPoint presentation template. Once completed, one of our pedagogical experts will review and follow up with any comments and recommendations. Note that all content remains your Intellectual Property (IP).
- Concordia Continuing Education will publish your workshop on its website. A minimum number of registrations is required for the workshop to run - an administrator will let you know the run/cancel decision one week prior to the workshop, at which time you will be sent a contract for signature.
- Trainers are responsible for providing their training materials as well as the Zoom link, once the workshop is confirmed to run, which administration circulates to registrants the day before the workshop. Administration will send you the participant list to take attendance 24 hours prior to the workshop.





**Thank you for your interest in becoming
a Workshop facilitator at Concordia
Continuing Education!**

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