

## Softwits Software Technologies

The preparation of the workshop involves four steps: Orientation, Planning, Pre-Workshop Session, and Logistics.

### Orientation:

The facilitator starts by holding communication with the college representative to get an idea about the workshop's goals and attendants. Often a working document is created holding suspected requirements, open issues, and assumptions based on the communications. The document also contains the workshop agenda, a tentative list of participants, and a workshop plan or script.

### Planning:

A plan is created on three levels. First, at what level, decide on the goals of the collaboration and the steps the group must take to reach the goals. Second, at the How level, a plan must be made how the participants move through each of the steps. These collaboration processes are often called building blocks or thinkLets. Third, at the Activity level, for each activity a process with rules must be designed, and a script introducing and ending the activity. Special tools must be prepared for as well

### Pre-Workshop Session:

With larger participants workshops having pre-workshop session, which consists of discussion on tools and installation of tools which may provide by our workshop team. This session is held if participants have to collect the main workshop tools and software.

### Logistics:

Preparation includes making sure a good room is booked and available. Make sure the room is configured correctly before the workshop starts, make sure white board markers, flip-charts, brown-paper, and sticky tape is available. A computer with projector might be very useful for demonstration purposes.

**Duration:**

We are following two type of workshop duration to manage requester' s request and quality of our workshops.

1. One day workshop
2. Two day workshop

**Two Days Workshops:**

The sessions considered to have minimum 3-4 hours to match the course' s minimum required duration. It may vary depending upon the student' s capability of learning. It contains complete practical development to participants.

**Type** : Full time

**Duration** : 2 Days (minimum 16 hours required)

**Location** : On Campus

**One Day Workshops:**

The sessions considered to have minimum 3-4 hours to match the course' s minimum required duration. It may vary depending upon the student' s capability of learning. It contains demo development session to participants.

**Type** : Full time

**Duration** : 1 Day (minimum 6-7 hours required)

**Location** : On Campus

\*Custom Duration accepted through proposals

**For more info & Give us a proposal**

**Visit:** [www.softwits.org/workshops/](http://www.softwits.org/workshops/)