

Best Practice Ideas for a Virtual TOP Workshop

- **Utilize TOP's [presentation template](#) to shorten your prep-time.** You are welcome to add or remove content/slides as needed. A typical TOP workshop should include at least the following basic agenda points: Introductions (yourself, TOP, possibly also participants), highlight TOP materials (what does TOP offer?), sampling a TOP lesson, sharing about the study tours and application process. Please see the sample agenda later in this document.
- **Build your workshop around a specific TOP lesson plan or specific resources.** This will give your workshop clear thematic content to attract participants and allow participants to visualize how Germany could be taught within their curriculum (which often is not explicitly Germany-related). When sampling a TOP lesson, it is a best practice right now to guide participants to the digital versions of TOP resources and offer ideas on how teachers can modify the original lesson to adapt it to online-learning during the pandemic. In addition to resources like "Germany In Focus" (www.goethe.de/germanyinfocus), TOP released its new "Scavenger Hunt Berlin" short film, which is comprised of three, 10-minute-long segments and is available at www.youtube.com/topteachgermany.
- **Beat "Zoom fatigue" by including interactive ice breakers, polls, quizzes, break out rooms, etc.**
 - You can create interactive online quizzes, activities, polls, etc. beforehand using tools you are familiar with from the classroom (Kahoot, Socrative, Google Forms, Mentimeter, Surveygizmo, Quizlet, etc.) You can either paste the link to the interactive activity in the chat, or (especially for app-based services) you can include the QR code in your presentation and participants can participate on their phone. Options where you can share the results live on your screen while they come in keeps participants engaged.
 - Zoom has an in-platform polling function that can be used to gather answers and data from participants.
 - Zoom offers a "break out room" function, which use can use to put the attendees into small groups to discuss or work on certain activities and then bring them back into the larger room for whole group discussion.
 - You can ask quick short answer questions and ask the group to type their answers in the chat.
- **Collect participant registration information by sharing the link to our online registration system:** <https://survey.goethe.de/index.php/925188?lang=en>
You can paste the link into the chat or create a slide with the link and a QR code as part of your PPT presentation. Participants click on the link or scan the QR code with their phone to access the registration system. They will need to provide at least the last name of the workshop leader, the date of the workshop, their name, and their email address. Please let them know that their information will not be shared with any third parties and their data will be protected.

We also ask that workshop leaders make their own list of attendees' first and last names, and where possible also their email addresses. This will help us to match survey responses with the right workshops.

Following your virtual workshop, please send an email to top@goethe.de with your name, the date your workshop took place, the number of attendees, and your list of attendee names/email addresses.

- **Make a plan to follow up with your participants and let them know that it is your plan to send a follow-up e-mail.** After the workshop, you can send them links to resources, etc. You can also follow-up with them once the study tour applications come out to remind them to apply and offer advice.
- **Check out this recording of a virtual TOP Workshop** by Mike Raymer and Chris Cannon, presented in conjunction with the Georgia Council on Economic Education (GCEE) for ideas: <https://www.youtube.com/watch?v=temeWHMQY5A>

Sample Agenda and Presentation Template:

A typical TOP workshop should include at least the following basic agenda points: Introductions (yourself, TOP, possibly also participants), highlighting TOP materials, sampling a TOP lesson, sharing about the study tours, and explaining the application process.

We have created a PowerPoint presentation template which you can modify (change text, add or remove slides, change order of slides, etc.) to fit your planned agenda. The presentation template can be downloaded here:

http://www.toponline.org/workshop/top_workshop_ppt_template_2020.pptx

In order to manage time and make sure the webinar runs smoothly, it is a best practice to create a timed agenda for yourself, collect any links you will share, and prepare any polls or other online learning tools you will use.

Here is an example of a virtual workshop agenda / plan, to give you an idea of possible content, time management, and flow. Please note that this one is a bit ambitious so we could give a few examples. You may choose to have a more streamlined agenda depending on your comfort level and time constraints:

Agenda Item	Duration	Time	People Involved	Tech / Links
Introductions and registration	5 min	5:00	Workshop Leader, potentially also participants depending on number	<p>Mics off for attendees</p> <p>Invite participants to register with TOP (they will receive an email with the application link once it comes out).</p> <p>Paste link into chat or include QR code and link on slide.</p> <p>https://survey.goethe.de/index.php/925188?lang=en</p>
Ice Breaker –	5 min	5:05	Workshop leader	<p>Mics off for attendees</p> <p>What are the first three words that come to your mind when you think about Germany?</p> <p>Share voting link: (or create a slide with a QR code that attendees can scan to access poll) https://www.menti.com/6cyw3dt6nm</p> <p>Leader shares screen with Mentimeter word cloud results</p>
Introducing TOP	5 min	5:10	Workshop Leader	<p>Workshop leader shares screen with TOP presentation.</p> <p>Mics off for all attendees</p> <p>Share TOP website link in the chat: www.goethe.de/top</p>
Introduce TOP Materials	5 min	5:15	Workshop Leader	<p>Workshop leader shares screen with TOP presentation.</p> <p>Mics off for all attendees</p> <p>Share link to digital TOP Materials: www.goethe.de/topsocialstudies www.goethe.de/topstem</p> <p>Share link to TOP Web Store (free): https://top.portalpro.com/</p>
Presentation of Germany in Focus Lesson 3.7: Exit Right – Confronting Discrimination	10 Min	5:20	Workshop Leader	<p>Workshop leader shares screen with TOP presentation.</p> <p>Mics off for all attendees</p> <p>Share Link to Digital Lesson: https://issuu.com/topteachgermany/docs/germanyinfocusinquiryweb/154</p> <p>Share Link to Handouts: http://toponline.org/books/guides_new/gif_inquiry/focus_1/GIF_Handout_3-7-1.pdf</p>
Breakout Rooms	10 min	5:30	All Attendees	<p>Break Attendees into rooms of 4 attendees each.</p>

				<p>Mics and video on for all attendees</p> <p>Attendees discuss how they would modify or extend the lesson in their classroom.</p>
Return from Breakouts to Whole Group Reflection	5 min	5:40	All Attendees	<p>Mics and video on for all attendees</p> <p>Invite attendees to share any interesting ideas they generated in the breakout rooms.</p>
Study Tours and Application Process	5 min	5:45	Workshop Leader	<p>Workshop leader shares screen with TOP presentation.</p> <p>Mics off for all attendees</p>
Q&A and Wrap Up	10 min	5:50	All Attendees	<p>Mics and video on for all attendees</p> <p>Workshop Leader takes and answers questions. Questions can be entered into the chat or attendees can raise their hands if they have a question and workshop leader can call on them.</p> <p>Workshop leader ends presentation, reminds attendees that they will receive a follow-up email with links and resources.</p>