



# PWOC

*Protestant Women of the Chapel*

Materials:

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## WORKSHOP: YOUR TOPIC

by Your Name

### LEADER'S GUIDE

**Notice:** Be sure that your material is original. Any reference or use of someone else's work or ideas **MUST** be cited. Past PWOC curricula may not be used without the consent of the entire original writing team for any given curriculum. The main content of your Workshop must be your own material.

**RELEVANCE:** Why do we need this topic?

**CONTEXT:** Who is the audience? In what context could you use this material- Care Group Leader/ Teacher Training, Whole PWOC Body, Board Meeting, Workshop, Devotion, Leadership Retreat?

**TIME:** ? minutes

How long will it take? Shorter lessons offer more flexibility to be used during a board meeting or as a devotional. If used as a traditional workshop, allow 60-75 minutes for adequate interaction.

**HOOK YOUR AUDIENCE:** (1-3 minutes)

You can lose the attention of your audience within the first 2 minutes. Have a plan!!!

How will you hook your audience? Use an opening activity, illustration, question, picture, statistic... Keep it short. Build excitement for your topic. If you capture their curiosity and interest up front, you'll be much more likely to keep their attention throughout the lesson. If you're planning to post this on The Hub, remember to make it friendly for someone else to facilitate.



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The Hook not only increases interest but also gives relevance to the lesson. Why bother studying about this topic? Communicate the goal of the lesson through your Hook.

*Note to Trainer: Notes like this may be included in your Leadership Short to add clarification or to give background information for why you're doing what you're doing.*

## **MAKE YOUR POINT:** (5-10 minutes)

**Note that the "Make Your Point" and "Engage Your Learners" sections alternate. The leader makes one point and follows it with an activity to help aid the digestion of that one element before moving on to the next point and activity. Typically, there are a maximum of three main points.**

Content of the lesson- What main point(s) do you want to make? How do these points line up with Scripture? Make your points one at a time and Engage Your Learners after each point is made (see below). Be creative- avoid writing a "speech" or a "sermon" for everyone to listen to. Make your information interesting and interactive. Engage the senses whenever possible. Auditory learning tends to be weak (around 20% retention rate) but engaging even one more sense (i.e. sight- through using a visual aid) more than doubles retention of the material.

*According to the American Communication Association (ACA Guide to Public Speaking), studies show that people retain only 20% of what they hear, 30% of what they see and 50% of what they see and hear at the same time. Add kinesthetic involvement and the percentage goes up to 80% retention. Add a handout that your participants are allowed to review at least once and retention goes up to a whopping 85% retention rate. THAT is the reason for using this format which strives to involve the senses and involve the learners in the learning process (interactive learning style).*

Make sure each main point is very narrow; think of it as laser surgery- very fine, very precise. Can your point be easily understood in less than 10 minutes? After your learners interact with your point for another 10 minutes, will they have near mastery of the concept? If that's impossible, chances are your main point is too broad.

Make sure your Main Points are Scripturally sound- do the background research! Use full sentences in Scripture; do not "piecemeal" it to get it to say what you want it to say (i.e. using phrases out of context). Let the Word speak for itself. Avoid using multiple versions of the Bible; choose one and stick to it.

**MAKE YOUR POINT** is based on information from the **PAST**- i.e. foundational truths of Scripture.



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**ENGAGE YOUR LEARNERS:** (5-10 minutes)

Allow your learners to interact with each Main Point. They need to process the information you are giving them in order to best understand, apply and retain it. You can do this through a variety of methods as long as the individual learners are taking ownership of their learning by interacting with the information in some way. Following are some options for engaging your learners: 1) ask open-ended or reflective questions and have a whole-group, small group, or partner discussion 2) do a hands-on activity 3) have them read an article, mark what is significant and share out 4) use role play 5) look at a case study 6) brainstorm applications to PWOC ministry or everyday life 7) study an example given in Scripture...

*The best learning for children and adults happens when the mind is able to take information gathered from all the senses and make connections to past learning. A good facilitator will work to assist her learners in making these ties to the past through use of visuals, stories, acronyms, comparisons, repetition, meaningful activities and incorporating use of the senses whenever possible.*

The point of engaging your learners is to bring the biblical point into present-day life. How does this apply to us today? What does this look like in everyday living? It provides the learners a proverbial "hook" on which to hang information (the Main Point).

**ENGAGE YOUR LEARNERS** is based on the **PRESENT**- i.e. what this looks like in today's day and age.

**APPLY IT TO LIFE:** (3-5 minutes)

So what? What's the "take away?" How does this apply to MY life this week? What specific actions am I going to take?

Is there any follow up? Is there an assignment? Don't underestimate the value of giving your participants homework! This drives your lesson home and makes it "real"...it does in fact apply to real life!

You may wish to give your participants a few moments at the end of your time together for reflection, prayer, journaling, sharing their thoughts, or making themselves accountable in some way. Even just a few minutes can give them the time they need to connect with God and allow a shift to happen in their heart.

**APPLY IT TO LIFE** is based on the **FUTURE**- i.e. how **will** I apply this to my life?

*This format was created by Julie McCammon and is based on the "HOOK, BOOK, LOOK, TOOK method" presented by Lawrence Richards in the book Creative Bible Teaching, Moody Press © 1976, 1998.*



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