Microsoft Cloud Workshop

How to deliver a more effective workshop experience

Pre-workshop

Create and review the draft agenda

- Create and review a draft agenda with key stakeholders, and customer representative.
- Verify you have the correct targeted audience.
- Verify the number of participants who will attend the workshop.
- Schedule more than one speaker to assist and deliver the workshop.
- Schedule a proctor for every 10-12 attendees of a hands-on lab workshop.

Confirm Azure subscription

- Verify attendees have access to an Azure subscription.
- Determine if all attendees are sharing a single Azure subscription or whether they will each have their own.

Ten days prior to the event

- Ensure the agenda includes well-spaced breaks.
- Share the final agenda with attendees.
- Confirm the number of participants who will attend the workshop.
- Request access to the guest wireless at the customer site.

Four days prior to the event

- Remind the customer and attendees of the upcoming workshop.
- Finalize number of attendees.

Day of workshop

Prepare the facility

- Pack various connectors and adapters to ensure you can connect to the projection system and power at the facility.
- Arrive early enough to inspect the facilities prior to the start of the workshop.
- Ensure you know who to contact in the event of a problem with the facility.
- Verify the projection system is working
- Verify the network functions properly
    - Wi-fi guest access is accessible.
    - Firewall is not blocking access to resources on the Internet.
    - Azure Pass and access to Azure subscriptions are working.
- Practice using the projection system with the presentation.
- Verify the fonts are large enough to be viewed from the furthest point in the room. Adjust the font size if necessary.
- Adjust lighting to ensure attendees can easily view the presentation.

Deliver the presentation

- Kick-off the workshop by introducing yourself.
    - If the class size is small, you can request participants introduce themselves.
    - Circulate a piece of paper and ask attendees to write down their name and what they are hoping to learn during the workshop.
- Share the day's agenda on each day of the presentation.
    - Be sure to adhere to break and lunch times, as attendees may have scheduled activities at this time.
- Share information about the facility: Parking, restrooms, wi-fi connectivity, power outlets, etc.
- Share your expectations for interruptions: Cell phones off or lap-top or tablets on sleep mode.
- Do NOT share links to websites until they will be used by attendees. Sharing links to early may distract attendees' attention to the presentation.

Presentation tips

- Do NOT read the slides, instead summarize the key points and expand on topics as needed.
- Move around the room and use a remote clicker to move through the presentation.
- Project and vary the tone of your voice. If necessary, use a microphone.
- Use a whiteboard or digital ink if presenting with your tablet. (Feedback indicates attendees enjoy seeing these features used in presentations.)
- Ensure attendee participation by asking attendees relevant questions during and after presenting a topic. Invite attendees to share their perspective and experiences.
- Personalize the delivery by including personal experiences related to the topic.
- If the workshop is presented over several days, allow 10-15 minutes to summarize the previous day's topics and encourage attendees to ask questions.

Post-workshop activities

Follow-up with attendees

- Provide your contact information to the attendees.
- Be available to answer any final questions after the end of class.
- Follow up on any action items or take-aways you have promised attendees.