

GreenMAP Workshop Outline

Workshops are generally evening instructional classes where a skill or activity is being taught.

- I. 48 Hours Before the Workshop
 - A. Make sure all materials are in the Workshop Folder. Workshop Folders should include:
 1. Lesson Plan
 2. 1 Workshop Meeting Outline
 3. 1 Group Equipment Request form
 4. 1 Group Equipment Checkout form
 5. Assumption Risk and Liability Waivers for all participants
 6. Trip/Workshop Evaluation Forms
 7. Leader Peer Evaluation Forms
 8. GreenMAP Emergency Protocol
 - B. One hour before the workshop gather any maps, materials, and equipment
- II. Introductions - *Adds credibility to leaders and builds stage for evaluation*
 - A. Leaders
 1. Experience in the activity
 2. Any qualifications or certifications
- III. Overview of the Activity
- IV. Risk Management
 - A. Risks and Hazards - Discuss possibilities
 - B. Sign Assumption Risk and Liability Waivers
- V. Introduce Equipment
- VI. Run the Activity