



# Run Your Own Workshop Intro: Make an Outline

- Part of the Writerly Love Workshop Series -

with Whitney French



# Before we begin...

- Get pen & paper, notebook or open a new Word document
- Get yourself a cup of tea, coffee, water or any snacks you may need
- In the chat: share your name, pronouns and where you're from

DM Whitney privately in the chat if you have any questions



# Agenda

1. Check-in
2. Community Agreements
3. Icebreaker
4. Mood & Style
5. Components of a Workshop
6. Examples & Questions
7. Break
8. Building an Outline
9. Share experience
10. Check-out



# Whitney French



- Professional writer & arts educator
- Editor of "Black Writers Matter"
- Publisher at Hush Harbour Press
- Novel forthcoming with Wolsack & Wynn Press
- Play with Nightwood Theatre Program
- Aries, middle child, trouble maker

# Check in

**NAME // PRONOUNS**



**WHAT YOU WRITE**

**SOMETHING SILLY**



# Community Agreements

## **MUTUAL RESPECT**

of each other, of the host, of the digital space

## **OUR EXPERIENCES**

In this space, we speak of your own experiences and honour the experiences of others no matter how different.

## **BE PRESENT, BE PATIENT**

with yourself and with others. Arrive open-minded and ready to work

## **WE GROWN, TAKE CARE**

Use the washroom, feed yourself, turn off your screen, step out if you need to

# Ideas for a Workshop

## ICEBREAKER!

- Reintroduce yourself to your partner
- Share your idea for your workshop
- What is something you are excited about this idea?
- What are you nervous about this idea?





# Let's Make an Outline!

But wait a moment...



# What is the mood of your Workshop?

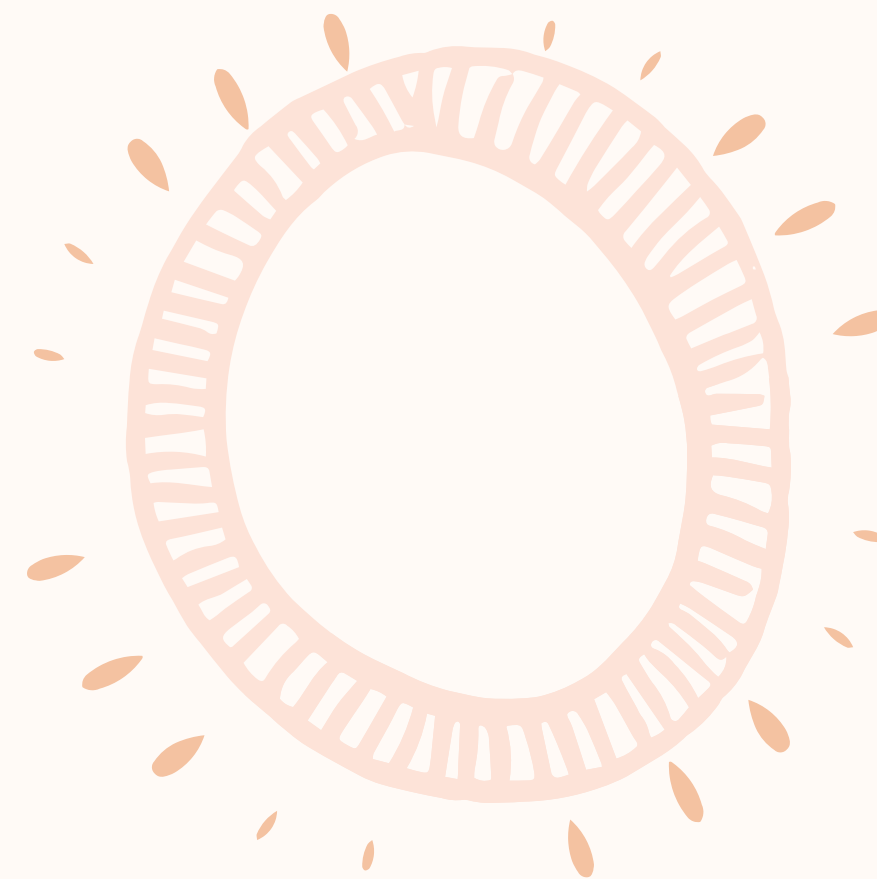
Cozy

Intensive

Passive

Energetic

Playful



# What is the style of your Workshop?

Bootcamp style

Generative freewrite

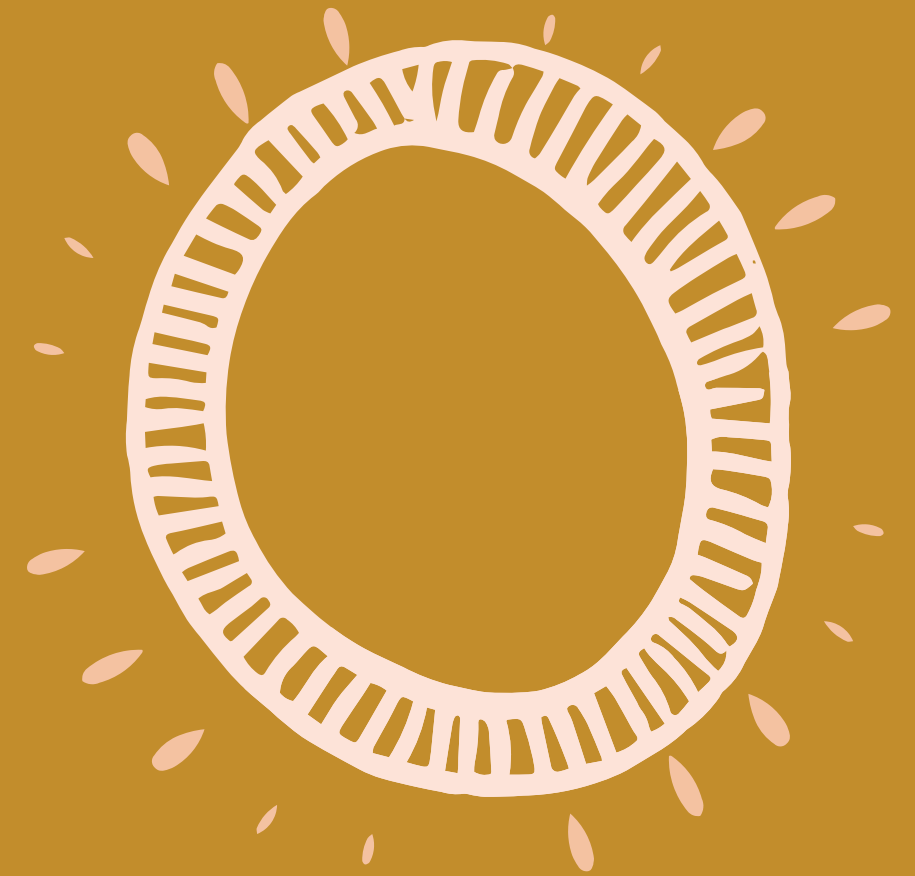
Lecture and informative

Discussion-focused

Reading and literature driven

Case study style

Experimental



# Why an Outline?

Sure! You could completely wing a creative writing workshop but who needs the stress?

An outline is useful for you to plan what you're providing to participants, if you are hired to do a program, often contractors appreciate receiving an outline in advance, they are also useful for grants and funding.

Most importantly it's a map so you do not flounder while instructing. There are already so many unknown variables. What you're actually offering shouldn't be one of them.

# Core Components of a Workshop Outline



- Introduction
- Agenda/Overview
- Central "Lesson"
- Break
- Time to Write
- Closing




# Bonus Components of a Workshop Outline



- “About Me” Section
- Question and Answers
- Icebreakers
- Writing Prompts + (Co)Creation
- Time to Share or Reflection
- Community Agreement
- Open Mic
- Organizational Housekeeping
- One-on-Ones with Instructor
- Exploratory Walks
- Anything else you want!





So how  
do you  
decide  
what you  
want?

Building out an outline for your creative writing workshop is 80% time management and 20% creativity.

Firstly, put a clock on the scene. Different components and activities take different amounts of time.

Realize you CAN NOT DO EVERYTHING in one workshop. I will repeat, you can not.

You have to be ok with time running away from you (the norm) or filling in extra time (not the norm but happens sometimes)



# Returning to the mood of the workshop

Once you know the energy you wish to offer your participants you can prioritize what is most useful. What needs most real estate in your programming? What are you ok with releasing? Will participants feel satisfied?

Cozy  
Intensive  
Passive  
Energetic  
Playful



Getting a  
bit Meta

# Contents

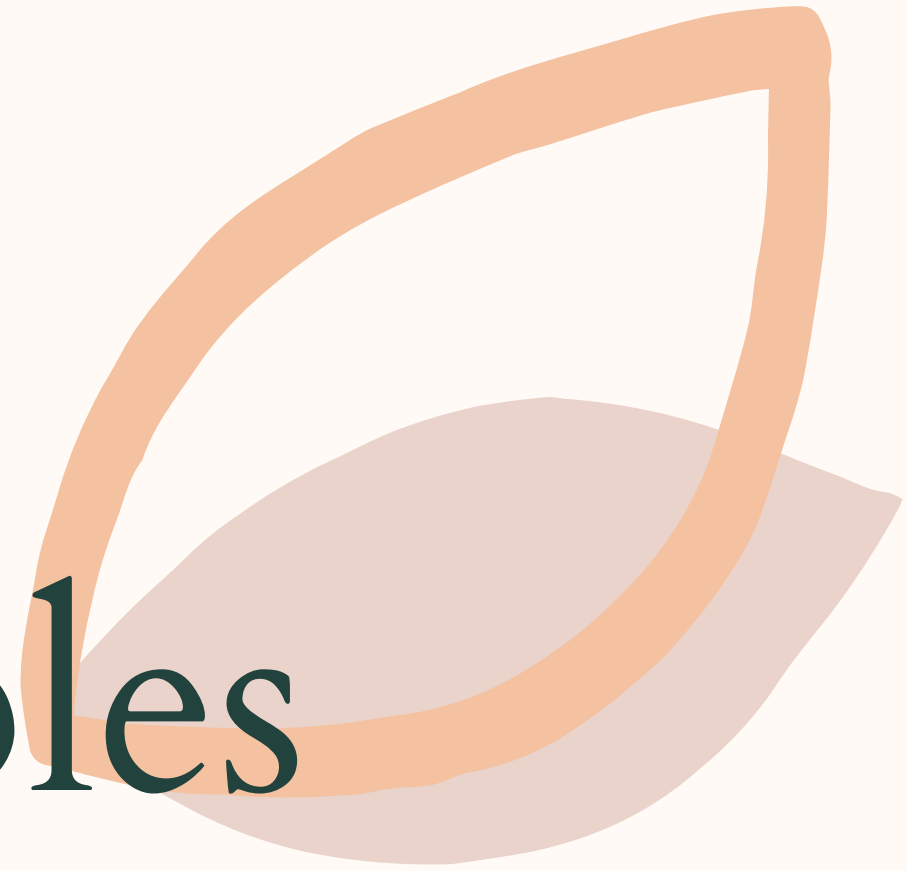
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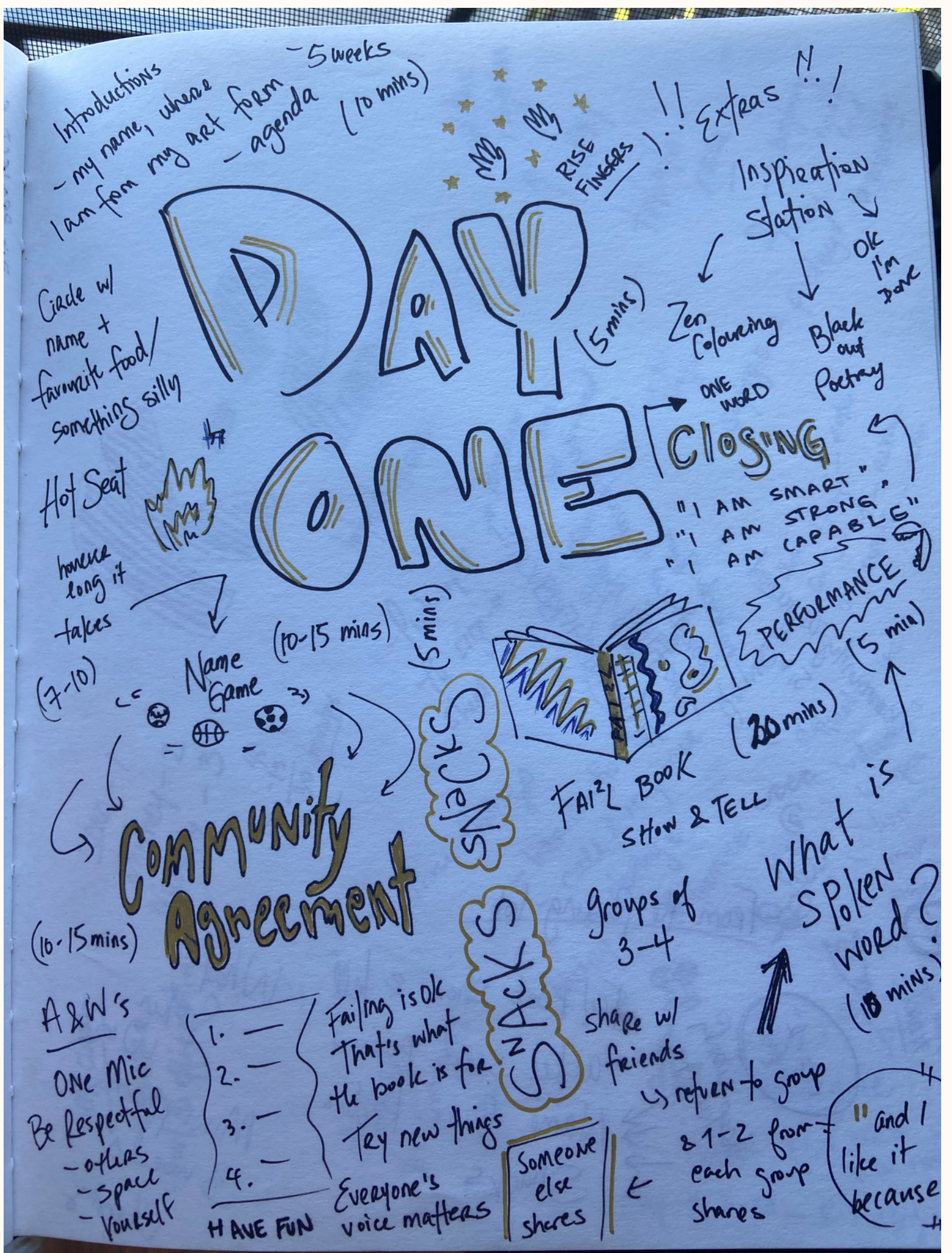






Examples





# TIPS

Use the community agreement to your advantage

Get into the fair books quickly!

Add extra agreements by Friday 4 the 5th's

Rise Fingers

Snacks 4 afterschool kids - save \$ for feast

Less Prep More presence

Parking lot items (no shut down)

Show them the space!

Bring back the Hot seat



BREAK

A large, soft-edged watercolor splash in shades of light orange and peach, centered on a white background. The splash has a textured, layered appearance with varying intensities of color.

# Let's Make an Outline!

For real this time...

A cluster of vertical brush strokes in shades of brown, orange, and green, located in the top-left corner of the page.A cluster of vertical brush strokes in shades of brown, orange, and green, located in the bottom-right corner of the page.

# Some Parameters

- What is your workshop about?
- How long is your workshop?
- What is the mood you want for your workshop?
- What style or type of workshop are you offering?
- What components are you including?
- Which ones are prioritized?
- Time stamping!!!



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Sharing!

And feedback (time pending)

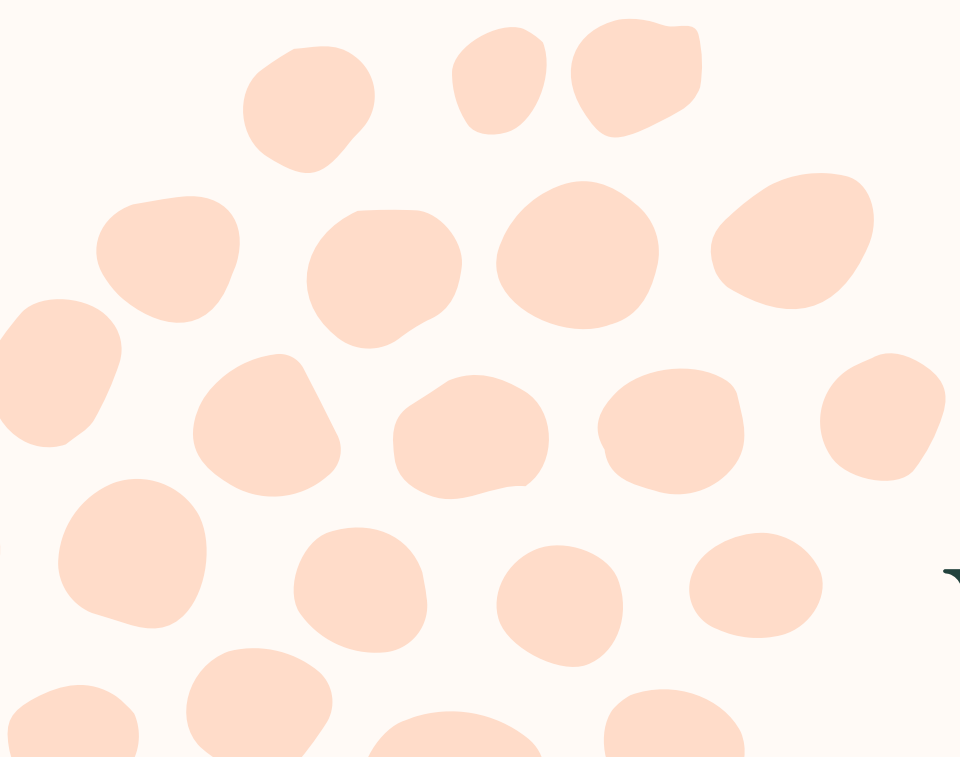


# Final Questions, thoughts or inquires?



*Feel free to email me if  
you don't want to share  
here or if something  
comes up later!*

[whitneyfrenchwrites@gmail.com](mailto:whitneyfrenchwrites@gmail.com)





# Check-out

- One word, or take away  
from today's session -