

Proc 14304_Conducting PORTABLE WORKSHOPS

1. Before any workshop is conducted, be sure that the producer-in-training has filled out the Producer Agreement form, that all of their contact information is correct on that form, that the producer has paid their annual access fee, and that the producer has received a Producer Handbook.
2. For your convenience, handy checklists (Workshop Record: Portable Camera) are available on the bottom shelf below the main printer. You should use this sheet as a reference for covering all necessary information.
3. There is a general order and progression indicated on the Workshop Record. You will develop your own style of teaching, but this is a logical order and generally should be followed.
4. Just as you have your own style of teaching and communicating, the producer will have their own style of learning. Some learn quickly, and some learn more slowly. That is just human nature.
5. This workshop is set up to be delivered in four three hour sessions. Most people are ready and able to use the camera in one or two sessions, but be ready to work with people for all four sessions if necessary. Assure the volunteer that there is no hurry.
6. The workshop should begin with presenting information related to damaged or lost equipment, privacy, image and location release, weather conditions, and packing the camera.
7. The laminated packing sheet located in the camera bag is the perfect reference. You should have the camera packed as illustrated for this presentation.
8. Next you should follow the Workshop Record checklist at a pace that is acceptable to the producer.
9. Be aware of producer fatigue and wrap up the workshop if they appear to be drifting or request to end it for that session.
10. When printing the Workshop Record, you will also get an attendance sheet that gives you the opportunity to record notes for reference in the next workshop.
11. If an additional session is needed, hang the workshop record sheet on the left-most clipboard (near the alarm) so that others can access it for future workshop use.
12. The last session will be a review, a Q & A session, and a demonstration from the producer. This is also a good time to explain how to reserve a portable camera pack if you haven't yet.
13. At this time the producer may be certified in Facil and will be able to check out equipment.
14. Certify the producer and place the Workshop Record with the session notes page in the producer's file.