



CHECKLIST FOR ASSESSING INTERNATIONALISATION WORKSHOP DESIGN AND FACILITATION

Title of Training Course:	
Institution:	
Level ¹ :	<input type="checkbox"/> Department <input type="checkbox"/> Institutional <input type="checkbox"/> Regional

This checklist will support you during the design process and implementation of the Internationalisation Workshops (department level, institutional level, regional level) to ensure all necessary requirements are met.

DESIGN STAGE

- Definition of the objectives of the training, realistic and achievable
- Organisation of the content, easy to follow and clear
- Estimate the duration of the course
- Selection of the target audience (students should be included)
- Adequacy of the contents to the experience/interests of the target audience
- Relevance of the contents to the target audience
- Selection of the appropriate platform (for online training)/facilities
- Selection of the materials to be used during the course
- Include mechanisms to encourage participation
- Include a Q and A section

¹ You can either celebrate one workshop per level or a single workshop for the three different levels. Also, one workshop targeting department and institutional level and another one targeting regional level are fine.



IMPLEMENTATION STAGE

- Preparation of the invitation/dissemination text
- Registration form
- Preparation of the agenda to be shared with the attendees, including the link to the registration form
- Ensure availability of the technical resources
- Ensure availability of the materials to be shared/used
- Respect the timetable and agenda
- Attendance list, including at least the following items: name, surname, institution, position, gender²
- Photos from the event
- Assessment form to be completed by the attendees

² For reporting purposes