

# Interactive Workshops

## CHECKLIST FOR CPD - PARTICIPANTS

**To be completed with reference to the [Interactive Workshops Guidelines \(ranzcp.org\)](https://www.ranzcp.org/interactive-workshops-guidelines).  
For more regarding Section 3 definitions, refer to the [CPD Program Guide 2022 \(ranzcp.org\)](https://www.ranzcp.org/cpd-program-guide-2022).**

### PSDA CYCLE APPLIED TO THE INTERACTIVE WORKSHOP - CHECKLIST - PARTICIPANTS -

The following points could be considered when deciding whether the workshop you are planning to attend meet the criteria for Section 3.1 of the RANZCP CPD program. As a first step, it could be worthwhile to reflect on what has prompted you to consider the workshop. What is its purpose? What learning outcomes do you hope to achieve?

PLAN: WHY? WHAT? HOW? WHEN?	
1. What interactive activities do you expect to undertake which will differentiate the activity from a didactic session such as a lecture?	<input type="checkbox"/>
2. Do you feel that you are part of the “target group” for this workshop?	<input type="checkbox"/>
3. Are the planned learning objectives clearly defined and relevant to your professional practice?	<input type="checkbox"/>
4. How do you plan to participate in evaluation of the workshop? What “follow up” activities might be undertaken?	<input type="checkbox"/>
5. How long will this workshop last, and does it appear that its logistical organisation will facilitate interaction?	<input type="checkbox"/>
DO: CARRY OUT THE ACTIVITIES TO MEET PLAN	
6. Has a clear rationale for the session been provided?	<input type="checkbox"/>
7. Have expected learning objectives / outcomes for the session been communicated?	<input type="checkbox"/>
8. Are “rules” for the session, such as use online “chat”, clear to best facilitate interaction?	<input type="checkbox"/>
9. Are you aware of any resources necessary for during the session?	<input type="checkbox"/>
10. Is it clear who the facilitator/s is / are, and why?	<input type="checkbox"/>
11. Do you know what methodology might be used, for example, to establish focus groups?	<input type="checkbox"/>

These next points could be considered following the workshop, as appropriate, to ensure the activity can in fact be claimed in Section 3.1 of the RANZCP CPD Program.

<b>STUDY: REVISIT THE LEARNING OBJECTIVES / OUTCOMES</b>	
12. At the end of the session, were you able to determine and outline new learning achieved as a result of the interactive session?	<input type="checkbox"/>
13. Describe how the workshop's new learning may be related to your previous learning and experiences and define the potential changes to your practice resulting from the new learning.	<input type="checkbox"/>
<b>ACT: NEW PRACTICES TESTED AGAINST REAL-LIFE ACTIVITY</b>	
14. What barriers to new learning now gained could exist in the workplace, or in your personal circumstances, that need to be addressed to introduce the better, improved (new) practices?	<input type="checkbox"/>
15. Reflect and evaluate on learning processes you experienced as a result of this workshop.	<input type="checkbox"/>
16. After a suitable period of time, can you determine whether practice changes were made and sustained?	<input type="checkbox"/>
17. Has post-session learning been promoted? Has follow up occurred to assess whether new learning has continued to be applied to practice a result of the workshop?	<input type="checkbox"/>

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