

DEFINE OVERALL PURPOSE AND GOALS

What should be achieved? Try to limit the goals and to sort them.

THREE OVERALL GOALS

UP TO FIVE SUBORDINATE GOALS



→ START WITH "WHY"



TOWARDS COMPETENCES

After my workshop, participants should be able to: do, act, use, think differently, ...

KNOWLEDGE, SKILLS AND ATTITUDES

Knowledge is composed of the facts and figures, concepts, ideas and theories which are already established and support the understanding of a certain area or subject;

Skills are defined as the ability and capacity to carry out processes and use the existing knowledge to achieve results;

Attitudes Disposition and mind-sets to act or react to ideas, persons or situations.

Source: [EU Key Competences for Lifelong Learning](#)

USE ACTIVE WORDS

Lazy words: getting familiar, perceive, getting to know. They are describing lazy people (Vrabl 2016). The following table of active words might replace some common lazy words

Active words: act, apply, analyse, argue for, assess, assume, categorize, check, choose, collaborate, collect, combine, compare, conceptualize, construct, connect, conclude, criticize, dare, discover, discuss, distinct, decide, design, develop, diagnose, estimate, evaluate, explain, express, experiment, find out, formulate, illustrate, improve, include, interact, implement, judge, label, list, localize, observe, organize, outline, plan, present, prove, reflect, repeat, reproduce, remember, reinforce, shape, state, sketch, solve, support, test, transfer, transform, understand, use, validate, verify...

EXPLORE COMPETENCE FRAMEWORKS

Which areas of expertise and which competence frameworks are worth to explore? Check the [Competence Explorer](#). Browse different competence models and their definitions.

