

Workshop Agenda

Introduction

- This may sound very basic, but it is always good to start with an introduction. Who are you? Who are they? If you have time, we recommend using one of the icebreaker activities below.

During the introduction session, you can also give the attendees an overview of TOP. What is it exactly? Why are you holding a TOP workshop for them?

Discuss the Study Tour

- The next step we recommend is getting into the details of the study tour itself.
- If you've never traveled with TOP
 - This is where you can go over the logistics of the tour and what participants can expect to experience. All of this information can be found on our Study Tour website. Basic items to cover are eligibility, cost, intensity, itinerary, responsibilities of those accepted, number on tour, length of tour.
- If you've traveled with TOP before
 - Not only the logistics of the tour and what participants will experience, but this is the time to let them know what YOU experienced if you have traveled with TOP before.

What were your expectations and preconceptions of Germany? Be honest with the attendees. When most people think of Germany, they think of beer, pretzel, and lederhosen (and that's ok!). Is this what you thought of?

What were your highlights from the trip? Pick some of the visits from your trip that were particularly impactful to you and discuss them with the attendees.

What did you learn? Let them know all the new things you learned about in Germany. You can even discuss your preconceptions again and discuss topics you may have thought you knew about but learned a lot more about once you were in Germany.

What surprised you? Talk to the attendees about the things that surprised you about your visit. This could be from how the school system was set up, to how the train system runs, to cultural norms at formal meetings.

This is a moment where you can really tell your attendees how impactful the TOP study tour was for you as an educator or as a global citizen.

TOP Instructional Materials

- There are two different ways you can discuss the instructional materials provided by TOP

1. Make it personal. Tell the attendees about the instructional unit you created as part of your application or post tour requirements. Why did you choose a particular topic for your unit? If you've had a chance to teach it, you can also discuss how students responded to it. This gives you a chance to discuss the direct impact your study tour had on you and most importantly, your students. What is it from your experience that you are able to share with your students and how is it enhancing their learning?

2. Discussing TOP teaching materials more generally. Demonstrate a lesson from "Let's Explore Modern Germany", "Germany in Focus", and/or "Exploring STEM in Germany". You can choose any lesson from these materials to demonstrate for your attendees. "Let's Explore Modern Germany" (Middle School) and "Germany in Focus" (High School) are both available in hard copy format for you to order for you and your attendees from our online ordering system. "Exploring STEM in Germany" is housed on our website. All digital access links are provided below. This approach allows you to showcase the materials that TOP offers teachers and how they can already begin incorporating contemporary Germany into their classrooms.

[Let's Explore Modern Germany \(Middle School\)](#)

[Germany in Focus \(High School\)](#)

[Exploring STEM in Germany](#)

How to Apply

- Maybe the most important part: Let your attendees know how to apply for a TOP Study Tour.
- If you have not applied / are applying currently
 - Please reference our Study Tour page for information. Let them know the application will require personal and professional contact information, travel availability, topic of interest selection, resume, employment verification (your direct supervisor must upload a letter), a professional statement of purpose (3,000 characters), essay on your contribution to the group (1,500 characters), and a lesson plan (4,500 characters). The application takes from 5-10 hours to complete excluding the time to obtain the employment verification letter
- If you have applied before
 - You can talk to them about the process when you applied and the things you did. You can also discuss if you submitted multiple applications and

anything you may have done to better your application from one year to the next.

- If the application is live when you give your workshop, please share the application link with your attendees. You can also direct them to the Study Tour page of our website where most of the essential information will be located. If not, please still share the link to the Study Tour information page.

When attendees provide their name, email address, and consent to contact after the workshop, TOP will email them when the applications go live for the following year.

Q&A

- Another important part! Allow for plenty of time for Q&A from your attendees. If there is a question you are unsure of, you can always direct attendees to our email top@goethe.de for follow up questions. We are here to help and support you and your colleagues.

Workshop Attendance Form

- At the end of each workshop, we ask that you share the link to our Workshop Attendance form. This allows for a number of things. 1) We get to share with our Board how wonderful all of you are for sharing about TOP. 2) We are able to contact those who would like more information about TOP including the link to the next application. Please note that there is a consent question at the end of the form that we take very seriously. If an attendee marks "no" to receiving emails, we will simply record that person in the number of attendees but will not add them to our mailing list for study tour information.

[Workshop Attendee Form](#)

A document with the Attendance Form QR code and link can be found in the Materials section of this page.

Workshop Leader Form

- Finally, once the workshop is completed, we ask that you as the Workshop Leader fill out the Workshop Leader Form linked below. This allows us to not only confirm the incoming submissions to the Attendee Form, but we also hope to gather information about how these workshops are being delivered and which materials you find most helpful. The more feedback we get, the better we can be! If you are completing the workshop as part of your post-tour requirements, you will need to submit both the Workshop Leader form and have attendees fill out the Workshop Attendee Form to have it recorded.

[Workshop Leader Form](#)