Workshop Template

GOAL

OBJECTIVES
1.
2.
3.

SETTING
• Duration
• Location
• Room set-up
• Equipment

NUMBER OF PARTICIPANTS	CO-LEADERS/FACILITATORS
• Number of breakout groups: • Number of participants per group:	• Number/Names/Roles

PLAN [SEE PAGE 2]

FOLLOW-UP	
Workshop Evaluation • Participant evaluations • Leader/facilitator debrief	TIMELINES:
Group follow-up • Workshop product(s) • Interval survey [e.g. 3-month] • Skillset assessment [e.g. post-test]	TIMELINES:

PLAN	
Pre-work Y/N • Modality [e.g. articles, podcasts, pretest]	TIMELINE:
Introduction • Format	TIME:
Breakout assignments/tasks	TIME:
Report back to group • Format • Time allowance per group	TIME:
Debrief/summary • Format	TIME:

Notes: