

Workshop Planning Worksheet

- **Workshop Goals:** What do you want participants to achieve by the end of the workshop?
- **Participants:** Who will be attending the workshop? What are their roles and levels of experience?
- **Location:** Where will the workshop be held? What are the logistical considerations (e.g., transportation, accommodation, catering)?
- **Schedule:** How long will the workshop be? What activities will be included?
- **Materials:** What materials will you need for the workshop?
- **Budget:** How much will the workshop cost?
- **Follow-up:** How will you follow up with participants after the workshop?

Additional Considerations:

- **Language:** If the workshop is held in another country, consider the language barrier. Will you need to provide translation services?
- **Cultural differences:** Be aware of cultural differences that may impact the workshop. For example, if the workshop is held in a country with a different time zone, you must adjust the schedule accordingly.
- **Contingency plans:** Have a contingency plan in case of unexpected events, such as bad weather or illness.

Tips for Planning a Successful Workshop:

- **Start by setting clear goals for the workshop.** What do you want participants to achieve by the end of the workshop?
- **Involve participants in the planning process.** This will help ensure the workshop is relevant and engaging for them.
- **Choose activities that are appropriate for the participant's level of experience.** Don't assume that everyone will have the same level of knowledge or skills.
- **Vary the activities to keep participants engaged.** Don't just lecture for hours on end! Use a variety of activities, such as group work, discussions, and presentations.
- **Provide breaks throughout the day.** This will help to keep participants refreshed and focused.
- **End the workshop with a summary and wrap-up.** This will help to reinforce the key takeaways from the workshop.