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PEOPLE

What could be included in the brief for participants?

- Start time
- Venue
- Map
- Timetable
- Background
- Objective
- Importance of workshop in the overall programme
- Skills and knowledges expected to provide
- What should they do in advance?
- _____

What are the detailed needs, background information and context from different people?

(e.g. Skill learning for participants, target achieveing for client)

GOAL

What questions will be covered in activity in order to reach these aims?

(e.g. What is participants' skill weakness?)

What resources of knowledge do I need?

(e.g. Text book, website)