

# All-in-one Essential Guide

Designed for: \_\_\_\_\_

Designed by: \_\_\_\_\_

Date: \_\_\_\_\_

## 1 General understanding of the context ... to clarify the general background of your workshop

1. Who is my client?

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Others: \_\_\_\_\_

2. Who are my participants?

The reason why they were chosen: \_\_\_\_\_

How many participants do I have? \_\_\_\_\_

3. Who is going to organise the workshop?

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

4. Who is in the planning team?

5. How many facilitators in the workshop do I have?

6. What is the purpose of my workshop?

7. What will participants learn from my workshop?

8. What is my budget?

£ \_\_\_\_\_

9. What is the venue of my workshop?

Indoor  Outdoor  \_\_\_\_\_

(e.g. Address, floor, room no., post code)

10. When is my workshop?

\_\_\_/\_\_\_/\_\_\_

My workshop will last \_\_\_\_\_ (Hours/Days).

11. How long will I spend on each stage preparing for the workshop? (Hours/Days)

Gathering information	Analysing information	Generating ideas	Designing activities	Self-testing & Testing	Preparing
_____	_____	_____	_____	_____	_____

12. What outcome do I expect from the workshop?

(e.g. Participants could learn useful knowledge.)

13. How will I evaluate the outcome?

(e.g. 90% of participants could pass the test.)

14. What is your output?

Report  Video  \_\_\_\_\_

## 2 Deeper research and workshop designing ... to communicate for better planning and to develop activities

15. With whom, how and when will I communicate before my workshop?

Whom	How
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Email
	<input type="checkbox"/> Phone
	<input type="checkbox"/> Interview
	<input type="checkbox"/> _____
_____ / _____ / _____	

16. Why do I need to communicate with them?

Gathering information  Briefing  Notification  \_\_\_\_\_

17. What kind of prior knowledge do I need to conduct my workshop?

(e.g. theme knowledge, presentation skills)

18. What is my next step towards long-term goals?

(e.g. Links to future workshop)

BACKUP PLAN IF IT DOES NOT WORK	<input type="text"/>
	PREPARATION AT THE VENUE
	<input type="text"/>
PURPOSES OF ACTIVITIES	<input type="text"/>
	<input type="text"/>
19. What is my agenda for my workshop?	DURATION
	TIME
	ACTIVITY
	Preparation
	Check-in
	Ice breaker
	[Break]
	[ ]
	[ ]
	[ ]
Summary	
Feedback	
Check-out	

\* Don't forget to try the 8 Detailed Worksheets for further planning.

\* Don't forget to try the 8 Detailed Worksheets for further planning.

### 3

## Workshop implementation

... to try my workshop in advance and recruit the facilitator team

20. Will I have time to do trial?  Yes  No If no, go to 25

21. When is my trial workshop? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
My trial will last \_\_\_\_\_ (Hours).

22. What is the venue of my trial workshop?

23. Who will attend my trial workshop?

24. What is the result of my trial?  
*(e.g. Positive part, negative part and solution)*

25. When will I check the materials before workshop? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
I will spend \_\_\_\_\_ (Hours) on checking.

26. Is there any problem or extra demand for materials after checking them?  
*(e.g. Buy two more glue sticks because they were dried.)*

27. Do I need anyone extra to help train my facilitators?  Yes  No

28. What are roles of the facilitators?  
 Group leader  Photographer  Logistics leader  
 Observer  Compere  \_\_\_\_\_

29. What task need to be delegated to other people?  
 Objective  People  Venue  Time  
 Activities  Agenda  Limitation  Exclusion  
 Roles  Data capturing  Preparation  \_\_\_\_\_

30. When is my facilitator training? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
My training will last \_\_\_\_\_ (Hours).

31. What is the venue of my facilitator training?

32. Who will attend my facilitator training?

### 4

## Post-workshop Consolidation

... to summarise workshop based on different perspectives

33. What positive feedback did I get?  
*(e.g. High engagement)*

34. What negative feedback did I get?  
*(e.g. Unclear explanation)*

35. What was the outcome of my workshop?  
*(e.g. Participants used skill learned in the workshop to solve the problem.)*

36. What is the evaluation of my workshop from my client?  
*(e.g. Client was satisfied with the solution of the problem. But he was not satisfied with the time cost.)*

37. What have I learned that will help me with future workshops?  
*(e.g. The skills were easy for participants to learn but explanation using charts will be more understandable for participants.)*