

All-in-one Essential Guide

Designed for: _____

Designed by: _____

Date: _____

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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 _____

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="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Interview <input type="checkbox"/> _____ <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)

19. What is my agenda for my workshop?

ACTIVITY	TIME	DURATION	PURPOSES OF ACTIVITIES	PREPARATION AT THE VENUE	BACKUP PLAN IF IT DOES NOT WORK
Preparation	___:___				
Check-in	___:___				
Ice breaker	___:___				
	___:___				
[Break]	___:___				
	___:___				
[]	___:___				
	___:___				
[]	___:___				
	___:___				
Summary	___:___				
Feedback	___:___				
Check-out	___:___				

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

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Workshop implementation

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

20. Will I have time to do trail? 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?

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

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Postworkshop Consolidation

... to summarise workshop based on different perceptions

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.)