

WORKSHOP PLANNING TEMPLATE

Workshop Description:

Workshop Title:

Workshop Participants:

Number (minimum/maximum):

Intended audience:

Registration details:

Registration deadline:

Cost to participants:

Accommodations:

Workshop Organizer(s):

Workshop Chair:

Workshop Provider(s):

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Intended Learning Outcomes:

Workshop Location:

Date and Time:

Budget:

File Folder Location(s):

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ACTIVITY TRACKER

BEFORE THE WORKSHOP:

FAR IN ADVANCE:

WITHIN A MONTH:

WITHIN A WEEK:

DAY BEFORE:

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HOUR BEFORE:

Workshop Planning:

Resource Planning:

DURING THE WORKSHOP:

Introduction:

Orientation:

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Workshop Activities:

Time Period	Activity	Details

Wrap-up:

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AFTER THE WORKSHOP:

Workshop Participant Feedback:

Workshop Provider Feedback:

Workshop Wrap-up:

Reflection and Action: