Table “Awesome” or Table “Number #1”

Preliminary Stages
- Needs assessment (who is your audience?)
- Resource assessment
- Determine if you are starting from scratch or there is previous existing workshops
  - Is there feedback from past participants?
  - Research on the topic/literature review
- Are you co-facilitating? Collaborating with other departments/people

Step One
- Establish learning outcomes

Step Two
- Sketch outline (align with outcomes)
  - Determine teaching and learning activities
  - What will participants do outside the workshop
  - What will they create
  - Meet with co-facilitators (if any)
  - Divide responsibilities (if possible)
  - Determine agenda/timeline
  - Pre-assess participants

Step Three
- Develop materials
  - Advertise workshop
  - A/V materials, handouts
- Make final changes depending on needs of group or other factors

Final Steps
- Resources
  - What materials/supplies to you need?
- Order the coffee; snacks
- Book room
Day of Workshop

- Check room and A/V
- Setup

Follow-up step

- Participant survey
- Debrief with colleagues