

Topic

What is the general topic?

What data do I have

Needs assessment or survey data?

Outcomes

What will this particular audience want to get out of it?

Who are my collaborators?

What are our strengths

Audience

Who is this for??

Logistics

Room?

Food?

Date?

When would the audience need it?

When would the audience have time to come? (maximizing PD during downtime)

Marketing

How much advertising do we need?

How do we advertise? (e.g. website, flyers, etc.)

Planning

What do I need to read?

What topics will the audience most benefit from?

How hands on will it be?

Brainstorm sessions and divide tasks/ sessions

What will most benefit the audience? (e.g. bring your own material to work with? sandbox?

online delivery? more basic session with materials provided)

Materials

What do I have already?

What do I need?

Marketing

Who do I need to send this to?

Delivery

Modalities - > more than just delivered

Are we recording?

Are we putting it on eLearning?
What materials do we need for repository?

Take home piece

What do they really need to take home?

Post-learning paragraph

Highlights of the workshop - to copy and paste to their professional development pieces.
Sent to them afterwards.

Evaluation

Survey?
What to keep, what to lose?

Reflection

What is the recurrence interval for this workshop? Will it be part of regular programming?