Workshop Planning Template - Group Activity EDC 2015

**Brainstorming**

**Framing the ‘big picture’**
- Reading (reviewing the literature)
- What is the bigger picture?
- Identifying a need or a gap (sometimes provided to us by another group)
- Identifying what/if we have done already that might be similar
- Brainstorming with colleagues
- What are the learning goals? What are the learning outcomes?
- Reading (reviewing the literature) - could happen before/after/both (likely iterative)

**Logistical details**
- Determining who the audience is (possibly collecting info on needs/interests/availability)
- Determining a timeline (when will this happen?)
- Determining a delivery format
- Determining how you will advertise, open registration, etc.
- Communicating to the intended audience (initial invitation, friendly reminders)

**Designing the workshop**
- Gathering resources
- Based on ‘big picture’, what specific information/skills/tools/resources do I want them to get out of this workshop -- how do I help them get there?
- Choosing active learning, experiential learning strategies, etc.
- Writing a lesson plan (content/topics, resources, timing, sequence of delivery, etc)
- Developing resources (slides, worksheets, etc.)

**Final preparations**
- Tweaking through collaboration and rehearsal
- Touching base with participants in advance of the session (reminder, sending resources, etc.)

**After the workshop**
- Review / reflect on workshop
- Solicit feedback from participants
- Send other resources via email