

# 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