

# Workshop planner

To help plan a workshop. Suitable for most types of workshop.

Example used: Afternoon workshop session as part of a conference

Time	Activity	Format	Minutes	Responsibility	Equipment
10.00	Briefing. Explain roles to facilitators	Meeting	15	John	Workshop sheets
12.25	Announcement. Explain aims & procedure	Plenary	5	Sue	None
13.00	Preparation. Setting up of workshop spaces	Lunch break	20	Workshop facilitators	Flipcharts, pads, Blu-tack, pens, banners, labels
14.00	Workshop intros	Workshop groups	10	Workshop facilitators	Attendance sheets
14.10	First exercise. 3 initiatives needed (on separate post-its)	Workshop groups	10	Workshop facilitators	Post its (separate colour for each group)
14.20	Prioritising on large sheets	Workshop groups	15	Workshop facilitators	Large sheets of paper, felt-tips
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