



Workshop Planning Template (2023-2024)

Program/Chapter:	
Workshop Title:	
Date:	
Author:	

<p>Objectives</p> <p><i>What you are trying to achieve in the course of the workshop – what are the specific goal(s)? What will participants Know, Understand or be able to do at the end of the workshop?</i></p>
<p>Focus Issues</p> <p><i>Which Focus Issues(s) does the Workshop Address? Copy and paste the primary Focus Issue Objectives. Include the Focus Issue abbreviation, number and the Objective number (i.e. MBS 1.12)</i></p>
<p>Target Age Group</p> <p>High School ▾</p>
<p>Target Gender</p> <p>Any Gender ▾</p>
<p>Summary</p> <p><i>This section is a <u>brief</u> explanation of the session.</i></p>
<p>Materials & Preparation</p> <p><i>What materials will you need for the session? Provide links to articles, pictures, or content that accompanies this plan.</i></p>

Workshop Development Checklist

Yes/No

Does the workshop have clear, relevant & obtainable goals & objectives?	
Does the workshop have a clear and strong beginning, middle and end? Are transitions smooth?	
Have I anticipated how the members are going to respond to each component of the workshop?	
Have I developed enough open-ended questions to spark critical thinking and initiate conversation?	
Are my time segments realistic?	
Is there a balance between “lecturing” and “facilitating”	
Have I done enough research to present relevant factual information, and introduce connections to related concepts?	
Does the workshop reflect the specific interests and/or experiences of the youth in your program? (Does it highlight connections to member’s ethnicity, culture, environment, gender, class, or sexual orientation?)	
Is the workshop well scripted? (Does the agenda have sufficient detail, including critical points to be made, questions to be raised & directions for activities, to provide clarity for co-facilitators).	
Is there an opportunity for members to write or be creative about the theme?	
Does the workshop utilize various forms of media? (Books, newspapers, photos, films, music, quotes, poems, statistics, etc.)	
Is there an opportunity for members to work in groups?	
Have I included fun and/or interactive activities? (ice-breaker, challenge, game, debate, art, theater, etc.)	

***Bold** items are mandatory for every workshop.

Workshop Agenda

AGENDA

Outline the flow and progression of the workshop. Make sure to list any questions you will ask to prompt understanding or material. List out key points or explanations you will make for various sections.

TIME	FACILITATOR	ACTIVITY