



Framework for planning a workshop

Purpose

This tool can be used for planning a workshop and will help to ensure that the workshop is matched with the needs of the group.

Who is the event for / aimed at?

What do the participants say they want from it?

What do you sense they need from it?

What is the one idea or learning you want participants to go away with?

What elements/ exercises are you going to include in your agenda?

How are you going to assess whether your workshop goals have been met?

