



WORKSHOP PLANNER

Workshop Planner

WHY ARE WE DOING THIS?

WHEN ARE WE DOING THIS?

WHERE ARE WE DOING THIS?

Workshop Planner

WHAT MIGHT GO WRONG – AND HOW WILL WE PREPARE?

Workshop Agenda

**Spend your time carefully and stay focused on your purpose. Plan in 15-30 minute blocks.
Select your exercises around the questions that need to be asked and answered, your knowledge of the participants involved, and the outcomes you need to achieve. Remember: less is more!**

TIME	QUESTION	EXERCISE