

Workshop Planning Overview - 35 Minute Workshop

Workshop Title: _____

Workshop Presenters: _____

Your So What?

Why are you the one(s) to present this workshop? What do you want leaders to take away from your workshop?

Ice Breaker:

Title of Ice Breaker	Instructions / Materials / How does it connect to your workshop?	Time (no more than 5 minutes)

Topics: What Information do you want to discuss with regard to your topic? What is your “teachable moment”?

I want attendees to know....	Time
1	
2	
3	
4	

How will you present your information?

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Have you created a handout for attendees to follow during the workshop?

Activities:

Title / Instructions for Activity	How does this support your topic	How much time does each take?

What is your "What if" I have extra time activity?

What is your reflection / rating system?