

WORKSHOP PLANNING TEMPLATE
WORKSHOP TITLE:
FACILITATOR(S):
DATE/TIME:
MATERIALS:
OBJECTIVES: (What skill will participant gain?)
KEY ACTIVITIES: (What activities will you use to teach skill? How will you relate it to their current or future situation?)
ISSUES: (What are potential issues that might you encounter when teaching this topic? How will you address the issue?)
EVALUATION: (How will you evaluate success of the workshop?)