Workshop Planning template

The following template can be used as a guide in developing workshops within learning tracks/programs. Feel free to modify this template to suit your development needs.

|  |  |  |
| --- | --- | --- |
| **Complete this form for your workshop planning & share it with your cic** |  |  |
| Which Youth Program is this Workshop for?  \_\_\_\_\_\_  \_\_\_\_\_\_ Logo  Description automatically generated | | |
| Workshop title: | | |
| Learning outcomes (optional): | | |
| Delivery mode: \_\_\_\_\_ In-Person \_\_\_\_\_ Virtual | | |
| Focus area (Social Issue): | | |
| Description: | | |
| *\*Below is where specific planning information for developer/facilitator use can be included.* | | |
| Workshop developers: | | |
| Workshop facilitator(s): *(may want to have a backup facilitator in case of emergency)* | | |
| # of Participants: | | |
| Materials Needed (if any): | | |
| Procedure/Agenda (who, what, when, where):   |  |  |  | | --- | --- | --- | | **Activity Type** | **Activity Name** | **Who will Lead?** | | ***Check In/Introduction*** |  |  | | ***Recite ProAct Mission & Values*** | Recite ProAct Mission & Values |  | | ***Icebreaker or Team Building Activity*** |  |  | | ***Main Lesson Activity (Review service project, Guest Speaker, Game, etc.)*** |  |  | | ***Reflection Activity*** |  |  | | | |
| Link to participant feedback survey (if applicable): | | |