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.

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| **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*** |  |  |

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| Link to participant feedback survey (if applicable): |