

9.10 Appendix J: Blank Template

Purpose: The why of the workshop

Objectives: What are the goals of the training? What do you hope to accomplish?

Length: This is important to stay on track. Each activity should be assigned at time length to ensure you cover all material.

Resources Required/Materials: What do you need to run the group?

Evaluation: How will you ensure you get feedback on the content of the group as well as your facilitation techniques?

Outline: this is the “meat” of the group.

Check In: this is important to make sure you know what space each person is in.

Warm Up: Get participants into the space. Get them moving, get them outside of their box!

Activities: What are you going to do. You can include info/lecture, activities, games, etc. Make sure it's participatory. Keep people engaged, keep them listening and learning. Hands-on tasks often work best with youth. Do you like to be 'talked at' for two hours?

Include a break. Set the time with the group and hold people to it.

Ensure you have some warm up exercises. Sometimes part way through a group or after break, people lose steam. WAKE THEM UP.

Have back-up activities, ice breakers, etc. just in case, people may not connect to the activity, you may have more or less participants than expected.

Summarize the learnings of the day

Check out.