

# Workshop Planning Template

*Peer Coaches and their Supervisors should use this template to plan classroom workshops. The third page has a chart you can fill in to delegate responsibilities before the workshop, while the last page has a chart you can use to plan post-workshop activities.*

**Workshop Title:**

**Facilitator Name(s):**

**Date & Time of Session:**

**Location:** (include place and kind of space needed such as computer lab, room with U-shape tables or classroom table setup)

**Who Will Attend the Workshop?**

**Goal(s) of Workshop:**

**Focus Question** (A question students should be able to answer at the end of the session):

## Workshop Structure

<b>Time:</b> <i>Plan the timing of the session.</i>	<b>Activity:</b> <i>Be specific. What are the directions for each section of your workshop?</i>	<b>Materials Needed:</b> <i>List all materials &amp;/or technology needed for each component.</i>	<b>Purpose:</b> <i>If you can't state the purpose, skip the activity!</i>
	<b>Motivating Intro/Icebreaker:</b>		
	<b>Main Activity/Activities:</b>		
	<b>Reflection/Discussion:</b>		
	<b>Closing/Wrap Up:</b>		

**Pre-Workshop Planning**

	<b>Task:</b>	<b>Assigned to Whom?</b>	<b>Due By:</b>
<b>What needs to be done before the workshop?</b>			
<b>Who will do these things?</b>			
<b>By when do these things need to be done?</b>			

**Next Steps (To fill in after the workshop is over)**

	<b>Task:</b>	<b>Assigned to Whom?</b>	<b>Due By:</b>
<b>What needs to be done now?</b>			
<b>Who will do these things?</b>			
<b>By when do these things need to be done?</b>			