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| Workshop Title **Five-Part Workshop Template** |  |
| **Workshop Description** |  |
| **Facilitator(s)** |  |
| **Date** |  |
| **Location** |  |
| **Time/Length** |  |
| **Audience** |  |
| **Rational and Experiential Aims** | *Rational:*  *Experiential:* |
| **Master Materials List** | WC = *Working Copies:*  PT = *Participant Takeaways:* |

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| **Time**  **(mins.)** | **Flow (Sequence of Activities)** | **Materials Required** | **Facilitator(s)** |
|  | Part 1 - Opening |  |  |
|  | In this segment…   * Offer welcoming/opening remarks * Contextualize the workshop * Review aims or goals, agenda, ground rules/norms * Address housekeeping/materials management items * Using protocols, facilitate community-building opportunity(ies) |  |  |
|  | Part 2 - Minds On |  |  |
|  | In this segment…   * Using protocols, activate and surface participants’ prior knowledge and/or experience(s) connected to the purpose/focus of the learning to follow |  |  |
|  | Part 3 - Action |  |  |
|  | In this segment…   * Using protocols, structure opportunities for individual, small group, whole group thinking and learning about the content/thrust/focus of the workshop |  |  |
|  | Part 4 - Consolidation & Reflection |  |  |
|  | In this segment…   * Using protocols, structure opportunities for individuals, small groups/whole group to reinforce/integrate new or key learnings and to reflect on the learning |  |  |
|  | Part 5 - Closing |  |  |
|  | In this segment…   * Identify or review any next steps/action items * Address questions * Solicit participants’ comments or feedback * Offer closing comments/acknowledgements * Provide contact information |  |  |