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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)
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|  | 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
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|  | 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
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|  | 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
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|  | 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
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