**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9266&utm_source=template-word&utm_medium=content&utm_campaign=Workshop+Planning-word-9266&lpa=Workshop+Planning+word+9266)Workshop Planning Template**

Workshop Title: Name

**Date and Time**

MM/DD/YY

**Duration**

0 Hours

**Facilitators**

Name, Title

**Target Audience**

Description

**Location**

Description

**Workshop Theme / Topic**

Description

**Learning Objectives**

Description

**Pre-Workshop Preparation**

Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workshop Agenda** | | | | |
| Time | Activity/Session | Facilitator/Speaker | Learning Objective | Materials Needed |
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| **Engagement Plan** | | | |
| Engagement Strategy | Description | Facilitator Responsibility | Expected Outcome |
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| **Workshop Resources and Logistics** | | | |
| Resource/Material | Purpose | Prepared By | Status |
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| **Post-Workshop Evaluation and Follow-Up** | | | | |
| Evaluation Method | Key Questions / Metrics | Completion Deadline | Owner |
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| **Follow-Up Actions and Status** | | | | |
| Follow-Up Actions and Status | Owner | Deadline | Status |
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