**[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+Example-word-9266&lpa=Workshop+Planning+Example+word+9266)Workshop Planning Template Example**

Workshop Title: Data Driven Decision-Making for Managers

**Date and Time**

MM/DD/YY

**Duration**

3 Hours

**Facilitators**

Romy Bailey, Sr. Data Analyst

**Target Audience**

Mid-level managers and team leads

**Location**

Conference Room A, Headquarters

**Workshop Theme / Topic**

Using data analytics to enhance decision-making

**Learning Objectives**

Enhance work analysis for mid-level managers and team leads

**Pre-Workshop Preparation**

Participants must complete a short pre-assessment and review a provided case study.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workshop Agenda** | | | | |
| Time | Activity/Session | Facilitator/Speaker | Learning Objective | Materials Needed |
| 9:00 - 9:15 AM | Welcome and Icebreaker | Romy Bailey | Set the stage for a collaborative learning environment | Name tags, welcome slides |
| 9:15 - 9:45 AM | Introduction to Data-Driven Decision-Making | Romy Bailey | Understand the role of data in business | Presentation slides, handouts |
| 9:45 - 10:30 AM | Hands-on Data Analysis Exercise | Romy Bailey | Apply basic analysis techniques using a sample dataset | Laptops, a sample dataset |
| 10:30 - 10:45 AM | Break |  |  | Refreshments |
| 10:45 - 11:15 AM | Case Study Discussion | Romy Bailey | Interpret data to make strategic decisions | Case study materials |
| 11:15 - 11:45 AM | Group Activity: Decision-Making Simulation | Romy Bailey | Practice making data-backed decisions in real scenarios | Scenario worksheets |
| 11:45 - 12:00 PM | Q&A and Closing Remarks | Romy Bailey | Recap key takeaways and discuss the next steps | Feedback forms |

|  |  |  |  |
| --- | --- | --- | --- |
| **Engagement Plan** | | | |
| Engagement Strategy | Description | Facilitator Responsibility | Expected Outcome |
| Icebreaker Activity | Interactive introductions with quick data-related quiz | Guide discussion and set a comfortable atmosphere | Increase participation and engagement |
| Hands-on Exercise | Participants analyze a dataset to generate insights | Provide guidance and answer technical questions | Reinforce learning through application |
| Case Study Discussion | Review a real-world scenario and extract data insights | Facilitate discussion and encourage diverse perspectives | Improve critical thinking and problem-solving skills |
| Decision-Making Simulation | Teams work through a scenario using data to justify their choices | Monitor group discussions and provide feedback | Build confidence in applying data for business decisions |

|  |  |  |  |
| --- | --- | --- | --- |
| **Workshop Resources and Logistics** | | | |
| Resource/Material | Purpose | Prepared By | Status |
| Presentation Slides | Provide visual support for key topics | Romy Bailey | Ready |
| Sample Dataset | Hands-on learning tool for analysis exercise | IT Department | Ready |
| Case Study Packet | A real-world example for discussion | Learning and Development | Ready |
| Scenario Worksheets | Guide participants in decision-making activity | Romy Bailey | In Progress |
| Feedback Forms | Collect post-workshop evaluations | HR Department | Ready |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post-Workshop Evaluation and Follow-Up** | | | | |
| Evaluation Method | Key Questions / Metrics | Completion Deadline | Owner |
| Participant Survey | How relevant was the content? Did the exercises improve understanding? | MM/DD/YY | HR Department |
| Facilitator Review | Were learning objectives met? What can be improved? | MM/DD/YY | Romy Bailey |
| Manager Feedback | Have participants applied new skills in their roles? | MM/DD/YY | Department Managers |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Follow-Up Actions and Status** | | | | |
| Follow-Up Actions and Status | Owner | Deadline | Status |
| Distribute presentation slides and key takeaways. | Learning and Development | MM/DD/YY | Completed |
| Provide additional resources for participants needing extra support | Romy Bailey | MM/DD/YY | In Progress |
| Schedule a follow-up coaching session. | HR Department | MM/DD/YY | Planned |
| Assess workshop impact through department feedback. | Department Managers | MM/DD/YY | Planned |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |