**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.

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| **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 |

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| **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 |

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| **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 |

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| **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 |

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| **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 |

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