

Workshop Preparation Checklist for Facilitators

Date: _____

Facilitator Name: _____

Pre-Workshop Preparation

- Define workshop objectives
- Review participant profiles
- Prepare workshop materials
- Confirm venue and setup
- Send out invitations and reminders
- Test technology and equipment

During the Workshop

- Check-in with participants
- Review agenda and objectives
- Facilitate discussions and activities
- Take notes for follow-up items
- Collect feedback from participants

Post-Workshop Tasks

- Send thank-you emails to participants
- Compile feedback and notes
- Share workshop materials
- Review and assess workshop outcomes
- Plan for follow-up sessions if necessary

Additional Notes: _____