The Workshop Agenda Shaper
A template for a visual clarification and design process

The Workshop Agenda Shaper helps you to plan your next workshop, learning event, or conference. There is a lot to clarify before you can start designing the workshop agenda.

Suggested steps

- Early on in the process, you meet the organizers to clarify, guided by the Workshop Agenda Shaper, step by step the various aspects of the workshop.

- All people present in the planning meeting are invited to help complete the Workshop Agenda Shaper; preferably using post-it notes to gain flexibility.

- It is suggestable to first address the questions on the left and right side hand before jumping to the actual agenda.

- After these steps, you jointly develop a first rough working agenda. At this early stage, this is more a brainstorming for possible activities (with unconventional ideas welcomed). A more detailed agenda is developed later.
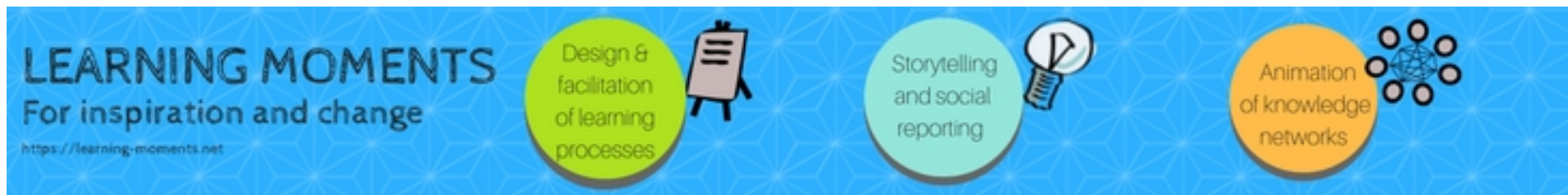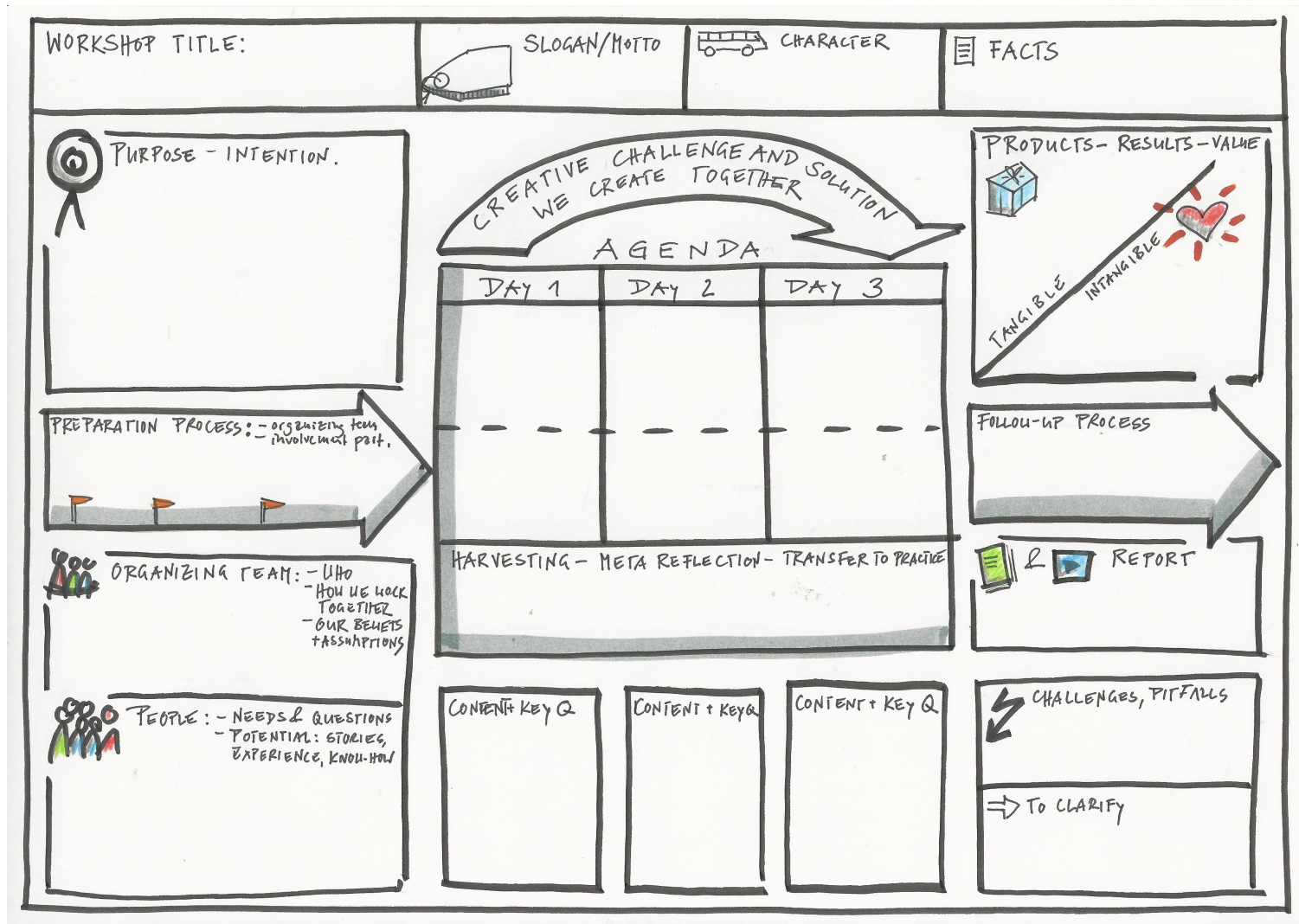

LEARNING MOMENTS
For inspiration and change
https://learning-moments.net

Design & facilitation of learning processes

Storytelling and social reporting

Animation of knowledge networks

Questions to ask:

- **Purpose**: Why are you organizing this workshop? What are you trying to achieve?

- **People**: Who should be participating? Why would people join? What is their perspective regarding the workshop topic? Which experiences, know-how and knowledge do they bring to the table? What are their main questions?

- **Organizing Team**: Who is part of the organizing team; how will we work together as a team and what are our guiding principles?

- **Product**: What will the participants have after the workshop:
    - In their hands (documents, action plan etc.)?
    - In their minds (insights, ideas, new questions, intentions and plans for next steps)?
    - In their hearts (motivation, interest, joy, friendship, belonging etc.)?

- **Creative challenge**: What creative challenge is at the heart of this workshop? What will the participants create together?

- **Character**: What kind of "workshop world" and atmosphere must we create to achieve what we are aiming for? What does this mean for the agenda and the workshop room?
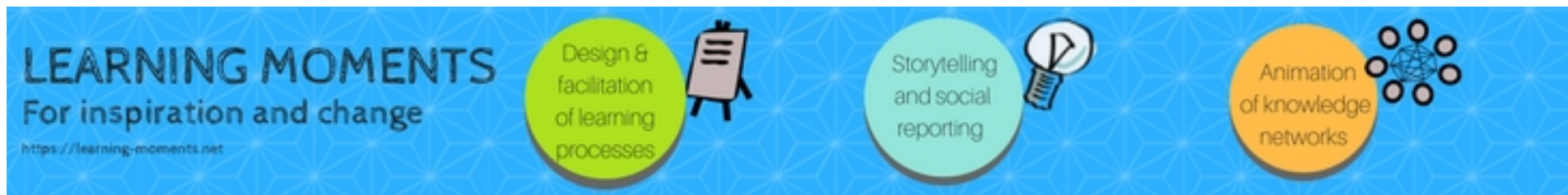
- **Content & key questions:** What are the key issues and key questions we will explore in this workshop?

- **Title & Slogan:** What title and catchy slogan specifies best what our workshop is about?

- **Challenges and pitfalls:** Are there any sensitive issues we must take care of? What do we have to clarify?

- **Process & Invitation:** What is the bigger process this workshop is part of? How is this workshop contributing to it? How do we involve the participants into the invitation and preparation process?

- **Follow-up process:** What will happen after the workshop?

- **Harvesting and social reporting:** How do we harvest our learning? What kind of report is needed? Is social reporting and/ or graphic recording an option? How can we include participants into the reporting process to boost reflection and learning?

- **And finally, the agenda:** What kind of "workshop world" and atmosphere must we create to achieve what we are aiming for? What does this mean for the agenda and the workshop room? How could we start the workshop in an engaging and connecting way? What happens at the beginning, in the middle and at the end? How can we bring the workshop to a meaningful conclusion and assist the transfer of learning already during the workshop?

LEARNING MOMENTS
For inspiration and change
https://learning-moments.net

Design & facilitation of learning processes

Storytelling and social reporting

Animation of knowledge networks

WORKSHOP TITLE: SLOGAN/MOTTO   🚌 CHARACTER   📋 FACTS

PURPOSE - INTENTION.

CREATIVE CHALLENGE AND SOLUTION
WE CREATE TOGETHER

AGENDA

DAY 1	DAY 2	DAY 3

HARVESTING - META REFLECTION - TRANSFER TO PRACTICE

PRODUCTS - RESULTS - VALUE

TANGIBLE   INTANGIBLE

PREPARATION PROCESS: - organizing team
- involvement part.

FOLLOW-UP PROCESS

ORGANIZING TEAM: - WHO
- HOW WE WORK TOGETHER
- OUR BELIEFS + ASSUMPTIONS

📗📺 REPORT

PEOPLE: - NEEDS & QUESTIONS
- POTENTIAL: STORIES, EXPERIENCE, KNOW-HOW

CONTENT + KEY Q	CONTENT + KEY Q	CONTENT + KEY Q

⚡ CHALLENGES, PITFALLS

⇨ TO CLARIFY