

Group Workshop Planner / Agenda*

Workshop Date: _____

Time: _____

Theme: _____

Set Up: _____

Displays: _____

Props: _____

Supplies needed: _____

Objective/Focus: *What do I want Consultants to do when they leave the Workshop?*

Inspiration: *Fun/inspirational quote, story or activity. (Opening or close)*

_____ Minutes

Welcome and Introductions: *Guests, new Consultants, new Leaders...*

_____ Minutes

Recognition: *What recognition will I give? Am I recognizing what I want to be repeated?*

_____ Minutes

Training: *What training do I need to provide to support our Group objectives? Who will do training?*

Topics

Speakers

Minutes

Leadership: *How will I show the benefits of Leadership?*

_____ Minutes

Practice: *How will people practice what they learned?*

_____ Minutes

Activity

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Information: *Promotions / Contests / Meeting dates / Reminders*

_____ Minutes

Recap / Focus: *Summarize the focus of the Workshop*

_____ Minutes

Call to Action: *To see immediate results, what challenge will I give Consultants based on what they learned?* _____ Minutes

Additions to Agenda:

_____ Minutes

Be sure attendees...

- Receive simple, clear information
- Learn something that moves them toward their goals
- Get to practice what they learned
- Are focused on their next action steps
- Unite as a team and have fun
- Leave feeling special, valued and important

Notes from the workshop for follow through or for next month's workshop:

Plan Follow-through: *How will I follow through with Consultants?*