

WORKSHOP CANVAS

A Design Tool for Facilitators

Created by Bern Irizarry (bern@velvethammer.com) and Stacy Surla (stacysurla@greenfx.net)



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Meeting or Workshop Title: _____

Proposed Date and Time: _____

Session Type: Circle the type of session you are going to facilitate:

Collaboration Session or Meeting

Half Day Workshop

All-Day Workshop

Multi-Day Workshop

Other

Are there unique needs for your environment:

IN-PERSON SPACES

- Tables, Chairs
- Breakout Spaces
- Stages (Raised/Floor Level)
- Accessibility
- Whiteboards and Walls

REMOTE SESSIONS

- Dialin Numbers (International)
- Video Conferencing
- Collaboration Spaces (e.g. Mural, MS Teams)
- Recording, Polling, Live Chat
- Downloads

AUDIO / VISUAL (A/V)

- Audio (Mics, Review Ambient Noise potential)
- Video and Lighting
- Streaming
- Overhead or Document Projectors
- Internet Connectivity

1 Who is your audience?

Who are the people that will be attending? What might their hopes/fears be coming into the room?

2 What is the purpose of your session?

What is the problem you are all trying to solve? Is there a shared vision that is bringing this group together?

3 What are the desired outcomes of this session?

What does a success look like? What are the key takeaways desired from the session?

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4 Are there specific roles and or skillsets you'll want or need?

Identify the skillsets and roles that can contribute to the session's success. Are you able to act as facilitator? Do you need to be a contributor (e.g. subject matter expert?)

SKILLS

- Facilitation/Moderation
- Storytelling
- Content Development
- Visual Design
- Instructional Design
- Production Management

ROLES

- Bard
- Subject Matter Experts
- Facilitator
- Support Team
- Participants
- Photographer/Videographer

SPECIALISTS

- Translator/Sign Language Interpreter
- Close Captioning Expert
- Social Media Contributor
- Security Teams
- Physical Safety Expert
- Other(s)

5 Which activities/exercises do you want to include in your session?

What will be most valuable to your audience and help them connect/understand the goal(s) at hand best? Write, map, or sketch out the various exercises you want to take your audience through.

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6 What content do you want (or need) to share?

Based on your audience, goals, and exercises, what content do you need to source or create in order to be successful?

CONTENT MODULE

CONTENT MODULE

CONTENT MODULE

CONTENT MODULE

CONTENT MODULE

CONTENT MODULE

7 What is your action plan?

Based on everything you've sketched out, what are your remaining actions items needed to kick off this meeting? List everything out, then prioritize.

Key Dates

Milestones can help you plan and prepare for your session. Jot down rough dates or the time you think you will need for each of the items below:

	TIME REQUIRED	TARGET DATE
Prepare		
Dress Rehearsal		
Prime		
Run		
Follow-up		