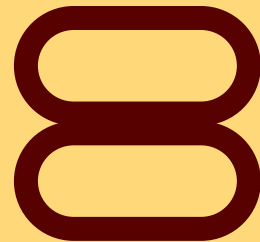
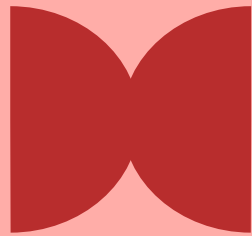


Workshop Facilitation



Company Name

Date

Welcome to the workshop

Greet your audience. Thank them for attending and prepare them for the exercises ahead.



Facilitators



Full Name

Title

Write a brief bio of this facilitator. Mention the expertise they bring to this workshop.



Full Name

Title

Write a brief bio of this facilitator. Mention the expertise they bring to this workshop.



Full Name

Title

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Full Name

Title

Write a brief bio of this facilitator. Mention the expertise they bring to this workshop.

Facilitators



Write a brief bio of this facilitator. Include their company experience and current role.

Area of expertise

Project management, art direction, etc.

Academic background

University degrees, industry certifications, etc.

Previous projects

- List 2 or 3 relevant projects at the company
- Add links to finished work, if available

Full Name

Title

Contact info



Write a brief bio of this facilitator. Include their company experience and current role.

Area of expertise

Project management, art direction, etc.

Academic background

University degrees, industry certifications, etc.

Previous projects

- List 2 or 3 relevant projects at the company
- Add links to finished work, if available

Full Name

Title

Contact info

Attendees



Full Name
Title



Full Name
Title



Full Name
Title



Full Name
Title



Full Name
Title



Full Name
Title



Full Name
Title



Full Name
Title

Join a group!



Group A

Group B

Group C

Drag your photo
into a group
column to get the
workshop started!

What's the goal of this workshop?

Are you problem-solving?

Brainstorming?

Refining a concept?



The challenge

Now that you've established the goal, explain why a workshop is the best way to reach this objective.

For example, if you're brainstorming, you might say a workshop can break down silos, encourage collaboration between people from different disciplines, and spark creativity.



How we'll work together

1

Activity name

Preview the workshop activities.

2

Activity name

Briefly describe each activity. You can give more precise directions later.

3

Activity name

The content of this slide should reflect the activities you choose in the slides ahead.

4

Activity name

Your selection of activities will depend on your needs, goals, and allotted time.

The opportunity

Remind attendees about the benefits of participating.

Benefits might include improving a company's products or services.

Benefits might also be personal or professional. For example, the workshop might serve as a team-building opportunity.



Workshop activity title



Place a copy of this slide before each activity.
Use this space to explain the rules and duration of
the activity.

Make a copy of this slide for each attendee and ask them to write their ideas. They can use the tags to label them.

- Add an idea here
- Add an idea here
- Add an idea here

- Add an idea here
- Add an idea here
- Add an idea here
- Add as many ideas as you want

Drag-and-drop tags to classify ideas

FAVORITE

FAVORITE

FAVORITE

DISCARD

DISCARD

DISCARD

MAYBE

MAYBE

MAYBE

Idea vote

Group name

After the brainstorm, ask each attendee to choose one of their ideas and add it to this slide...

Add an idea here...

Add an idea here...

Add an idea here...

Add an idea here...

Add an idea here...

Vote for your favorites using these icons.



Activity title

Time for breakout rooms!



Give your brilliant idea a catchy title

Identify a problem or pain point. This can be related to user feedback, your company's internal processes, etc.

Now come up with an idea to solve this challenge. Don't worry about how you'll actually realize the idea just yet. You're only starting a conversation.

Why it's a good idea

Given your description of the idea, explain why the team should carry it out. Why does your idea have so much potential?

Why it might fail

Now think about the potential pitfalls or risks. This is an important step before making your idea a reality.

