

PLANNING A

SUCCESSFUL WORKSHOP

Information • Motivation • Inspiration



BEFORE THE WORKSHOP

- ☐ Define goals
- ☐ Choose location with ideal room layout
- ☐ Confirm productive time of day
- ☐ Notify participants
- ☐ Phone interview with speaker to confirm logistics
- ☐ Make copies of handouts
- ☐ Plan for food/beverage needs



DURING THE WORKSHOP

- ☐ Provide participant name tags/tents
- ☐ Set up food/beverage stations
- ☐ Confirm AV is up and ready
- ☐ Ensure participants have paper and pen
- ☐ Minimize distractions from phones, interruptions, etc.
- ☐ Keep room temp comfortable
- ☐ Confirm break schedule
- ☐ Get everyone involved—the speed of the leader determines the rate of the pack!



AFTER THE WORKSHOP

- ☐ Address any outstanding questions Create plan to
- ☐ implement new skills and strategies
- ☐ Discuss next steps in regard to future workshops/events

Thank you for choosing Conversion-omics Speakers & Consultants!

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