

GAC Capacity development workshop planning template/checklist

<h2>Step 1 Preparation</h2>	<ol style="list-style-type: none">1. Clarify scope2. Identify stakeholders3. Coordinate logistics with planning team and relevant stakeholders4. Identify target audience5. Conduct pre-workshop survey for target audience to determine needs that will influence the agenda, tools, delivery, resource persons, etc6. Coordinate logistics (participants and resource persons and speakers)7. Determine workshop tools and outputs8. Develop workshop agenda, schedule sessions and identify resource persons9. Coordinate with communications and other relevant departments to send out notices, invitations, etc10. Prepare documentation, presentations and share with participants, resource persons and relevant stakeholders
<h2>Step 2 Conduct workshop</h2>	<ol style="list-style-type: none">1. Welcome and introductions2. Review agenda, objectives, goals, expectations of the workshop3. Document discussions using agreed tools and templates4. Occasionally validate activities with the workshops stated objectives to ensure we stay on track5. Ensure all stakeholders are heard and encourage vibrant discussions6. Keep a list of participants in a readable format (use laptop or any other device to capture participants details correctly)7. Compile workshop outcomes8. Conduct workshop evaluation (did the workshop meet the objectives?)

Step 3 Follow up

1. Send a thank you note to all participants, resources persons and stakeholders
2. Upload all presentations to GAC and other relevant online spaces
3. Complete workshop report (not more than 1 week later) using workshop report template
4. Distribute completed report and material to relevant stakeholders
5. Identify next steps, possible future work and communicate to relevant stakeholders