

## Outcomes

Session: \_\_\_\_\_

Describe what is the desired impact this session will have. How will you know once successful? Who else can help define this?

### Know Your Audience

Who is attending? How many?

Why are they attending?

What do you want them to think/feel/say/do?

## Activities

**Opening Connect Activity** - what will help connect people with other and purpose of the session?

**During** - each activity should engage participants with alignment to the outcomes and capture output

**Wrap Up Activity** - recap what we've explored and be clear on what the next steps are (what, why, who, when)

## Experience

What past learnings will be a input into this meeting / workshop? How long will you need?

Whose experience/expertise will you draw from and add to this meeting/workshop?

How will you reflect and evaluate this meeting/workshop?

## Principles

### BE YOU

What values/strengths do you bring?

What blindspots do you need to watch out for?

### 80/20

Prioritise your agenda items using MoSCoW

Who will you practice and get feedback from?

### COMMUNITY

Who can help you facilitate? ( consider their strengths that complement your blindspots)

Who can you invite to learn from this experience?

### GROWTH

What will you need to do differently from past experiences?

What will you experiment with?

### ENJOY

What activities will you prepare to create engagement with everyone?

What stories can help people to relate?