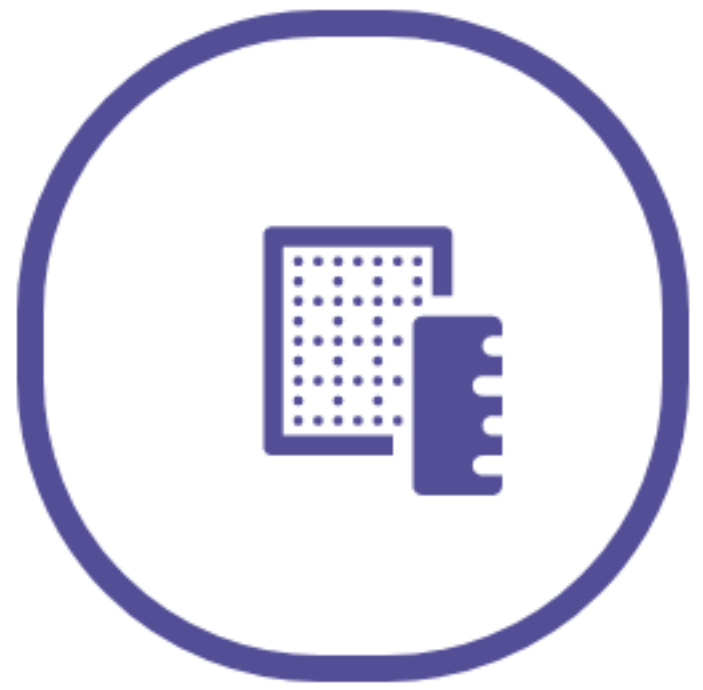




# Step-by-Step Guide to Organizing and Conducting a Workshop for Non-Profit Organizations

Where Planning Meets Action





# Planning and Preparation

# Determine workshop goals and objectives

To establish the purpose and desired outcomes for the workshop

- **Define the objectives of the workshop**

Establish the goals and outcomes that the workshop aims to achieve

- **Identify the target audience**

Determine who the workshop is designed for and what their needs are

- **Establish the scope of the workshop**

Define the topics and areas that will be covered in the workshop

- **Align the objectives to the workshop scope**

Ensure that the objectives are aligned with the topics and areas that will be covered in the workshop





# Identify target audience


To identify the intended participants of the workshop

- **Non-profit organizations**

The audience of the workshop

- **Objective**

To provide a clear understanding of the steps involved in organizing and conducting a workshop



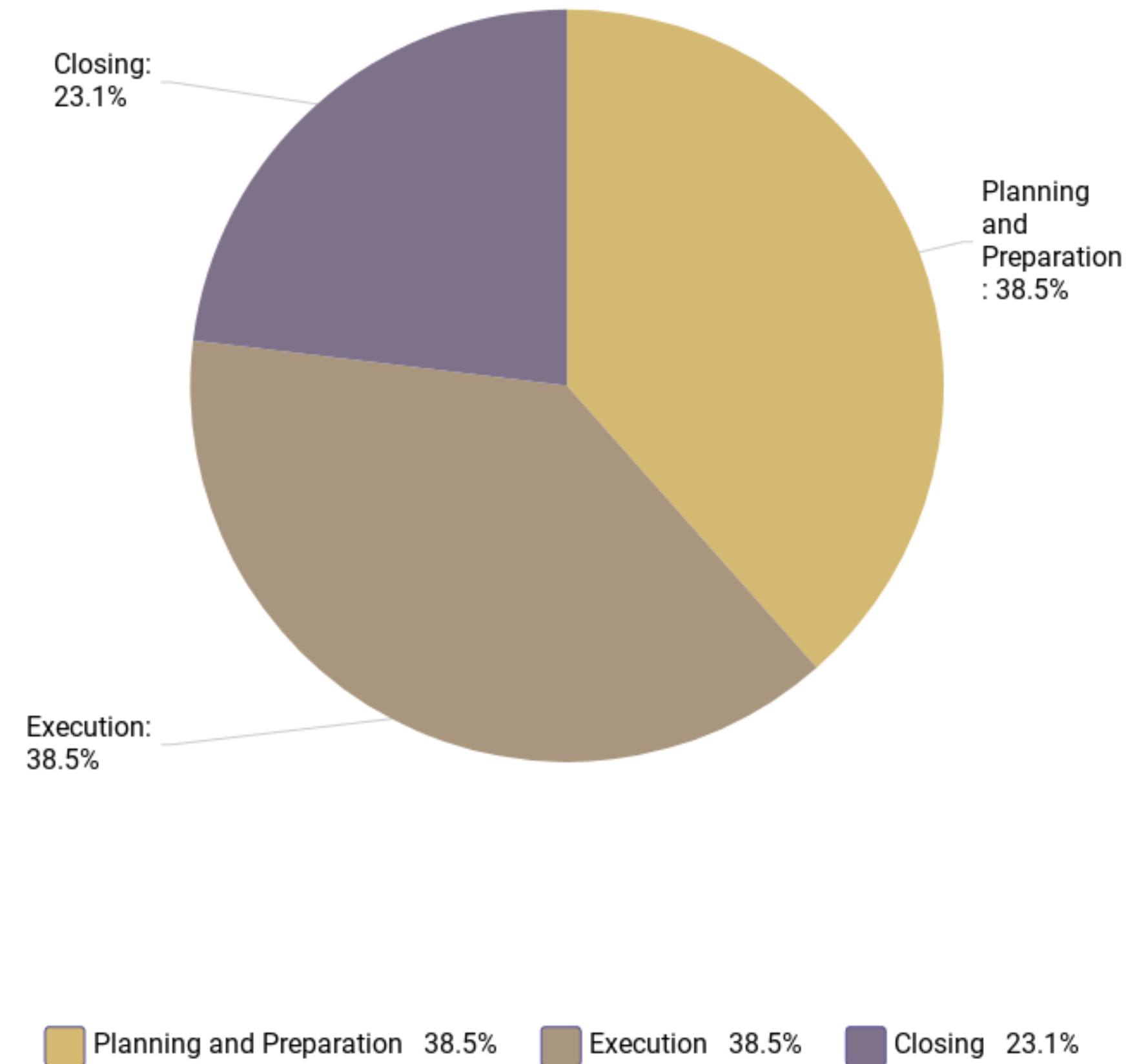


# Select a venue and set a date

To secure a location and schedule for the workshop

# Develop workshop agenda and schedule

Organise and conduct a  
workshop step by step



# Identify and invite guest speakers

To secure the participation of relevant and engaging speakers



**Identify potential speakers based on expertise and relevance to workshop topic**



**Reach out to potential speakers via email or phone**

Include information about the workshop and the expected audience



**Discuss availability, compensation, and any logistical requirements**



**Agree on terms and obtain a written agreement or contract**

Confirm details such as presentation topics and duration, travel and accommodation arrangements, and audio-visual requirements



**Provide speakers with any necessary information and materials in advance**

This may include the workshop agenda, presentation guidelines, and information about the audience



**Ensure speakers have everything they need on the day of the workshop**

This includes providing a schedule, introducing speakers, and overseeing any technical requirements



# Execution

# Set up workshop materials and equipment

To prepare the physical space and necessary materials for the workshop

- **Choose a suitable venue for the workshop**  
Select a venue that is spacious, well-lit, and accessible to all participants.
- **Arrange necessary furniture and equipment**  
Set up tables, chairs, projectors, microphones, and other equipment needed for the workshop sessions.
- **Ensure availability of workshop materials**  
Make sure all necessary materials such as handouts, stationery, and refreshments are available at the venue.
- **Test and troubleshoot equipment**  
Check if all equipment is functioning properly and troubleshoot issues if any.
- **Do a final walk-through of the venue**  
Check if everything is in order and make any necessary adjustments before the workshop starts.



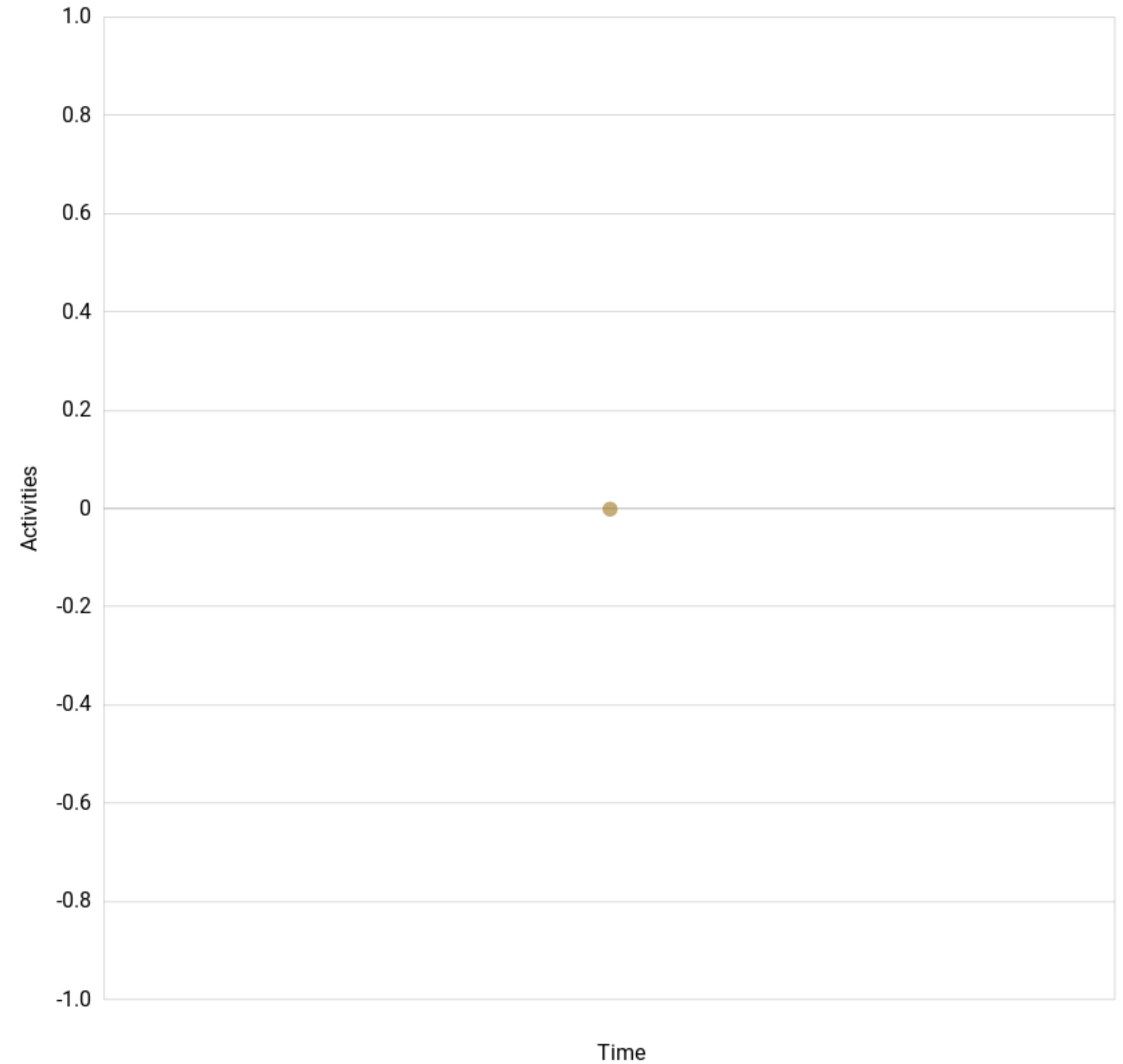
# Workshop Agenda and Speakers

## Organizing and Conducting a Workshop Step by Step

Get ready to learn about the planning, execution, and closing stages of a successful workshop and meet our guest speakers who will share their insights and experiences.

# Facilitate workshop sessions and activities

To guide and support the  
participants through the  
workshop content and activities



# Encourage participant engagement and interaction

To foster a collaborative and participatory learning environment



## Create icebreakers and team-building activities

To help participants become more comfortable with one another and to promote group discussion and collaboration



## Incorporate interactive elements into presentations and activities

To keep participants engaged and active in the learning process



## Use small group breakouts and discussions

To encourage participants to share their own experiences and perspectives and to foster discussion and collaboration within the group



## Provide opportunities for feedback and reflection

To allow participants to reflect on what they have learned and to provide feedback for improvement



## Encourage participation through inclusive language and facilitation techniques

To create a safe and welcoming environment that encourages all participants to contribute



## Provide evaluation and feedback forms

To gather feedback and insights from the participants to improve future workshops

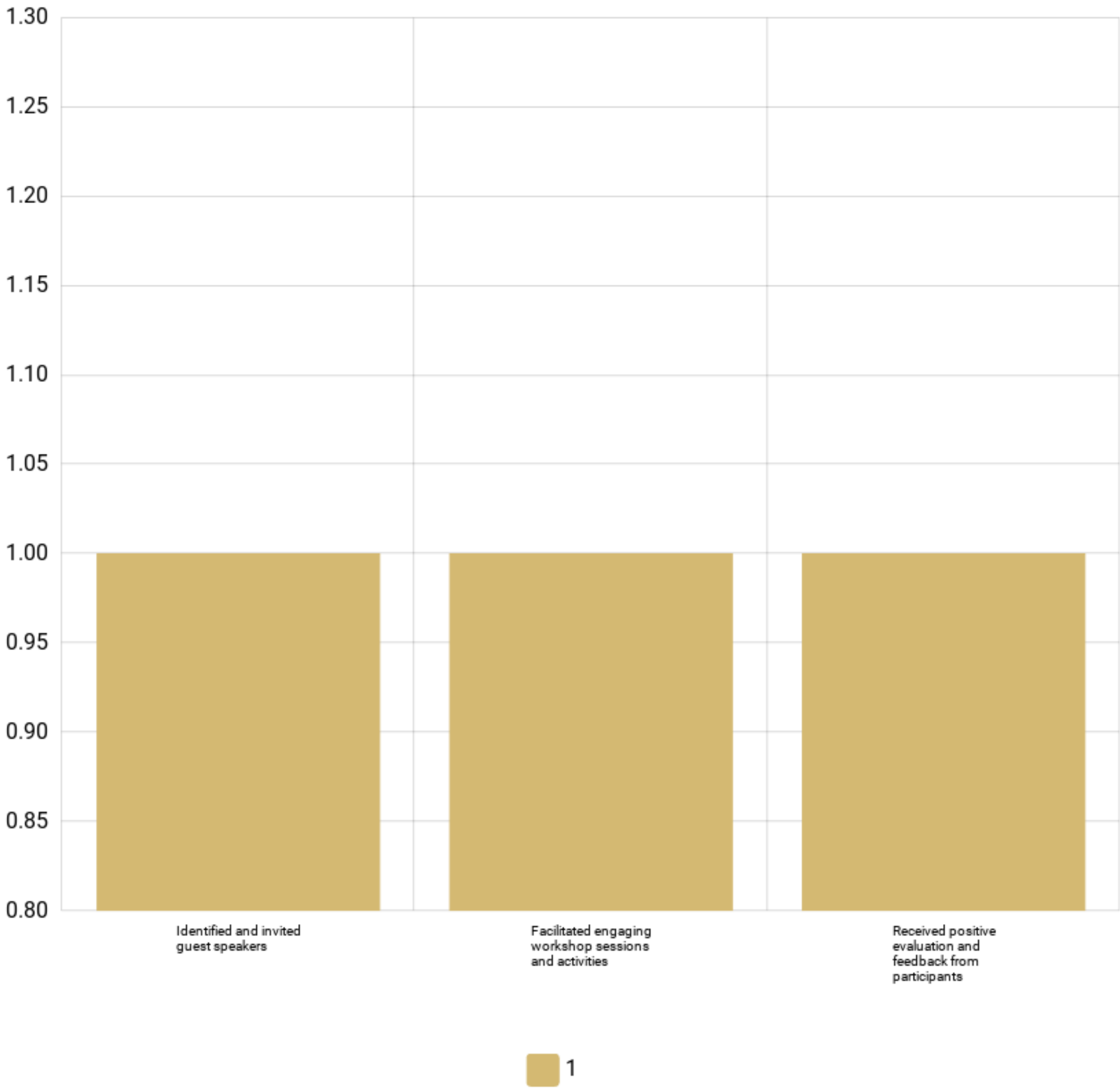
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- Create feedback form with specific questions related to workshop objectives and activities
  - Distribute feedback forms to participants at the end of the workshop
  - Encourage participants to provide honest and constructive feedback
  - Collect and analyze feedback data to identify areas for improvement and future enhancements
- 



# Closing

# Workshop Outcomes and Achievements

Key outcomes and achievements of the workshop on organising and conducting a workshop for non-profit organisations





# Thank You

We appreciate your participation and contribution in making this workshop a success!

Your insights and ideas have been invaluable in achieving our workshop goals and objectives.

# Provide contact information for follow-up and future events

To share contact information and resources for future engagement and participation

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