

[Title of the workshop]

[Location, date and time]

[Participants]

[Purpose of the workshop]

<i>Time</i>	<i>Duration</i>	<i>Session/ topic</i>	<i>Objective</i>	<i>Methodology, seating arrangement</i>	<i>Material</i>	<i>Lead</i>
		Arrival and welcome				
		Wrap-up and Closing				

→ For the workshop design see also: The workshop agenda shaper - a template for a visual clarification and design process

