



9.00 am	Arrive, coffee,
9.20	Welcome and structure of the day Objectives of the training, brief theory – why workshops work
9.30	Techniques for getting to know other participants
10.10	EXERCISE: Sharing, categorising and integrating views on types of workshops you could run
11.00	Coffee
11.15	EXERCISE: Facilitation skills
11.50	Groundwork and ground rules – planning and structuring workshops
12.15	Some techniques for problem solving, planning and management
12.30	EXERCISE: Planning a workshop – aims, who attends, where, pre-workshop tasks, etc. Using a planning template.
13.00	Lunch
14.00	Thinking differently – enabling techniques
14.15	Creative and brainstorming techniques
14.30	EXERCISE: using and building on creative techniques
15.15	Tea
15.30	Energisers and mood changers
15.45	Techniques for evaluating ideas
16.00	EXERCISE: evaluating brainstormed ideas
16.40	Reflection on learnings and feedback; Personal SWOT; Individually plan next steps/ actions
17.00	Questions / parking space, closing ritual
17.15	CLOSE