Workshop Planning

Use this tool to design an engaging and productive group workshop session or meeting.

1	**2**	**3**	**4**	**5**
Determine your session objectives and desired outcomes.	Based on your objectives, map the altitude of your session discussion and activities. This will provide a visual anchor to help you plan and determine the audience and/or activities for your agenda.	Use the altitude map to determine who needs to participate in the session.	Articulate any design considerations and constraints for your session.	Map out your activities using the double sided pencil to create a well-balanced agenda with a designed beginning, middle, and end. Download the method cheat sheet to use with the double sided pencil.

**OBJECTIVES & OUTCOMES:** What is the purpose of the meeting or workshop? What do you hope to achieve?

OBJECTIVE: The purpose for holding the session. OUTCOMES: The tangible artifacts and/or measurable knowledge you will take away from the session.

PEOPLE: Based on the purpose and altitude of your objectives, who needs to participate? Whose voices are represented? If there's a gap in representation, how will you fill the gap?

The **Altitude Map** is used to align participants on the level of detail to focus on in a workshop or meeting.

High Altitude is the 30,000 foot view, the top-line message, the organizational change, overall vision, or high-level process view.

30,000 Ft

20,000 Ft

10,000 Ft

5,000 Ft
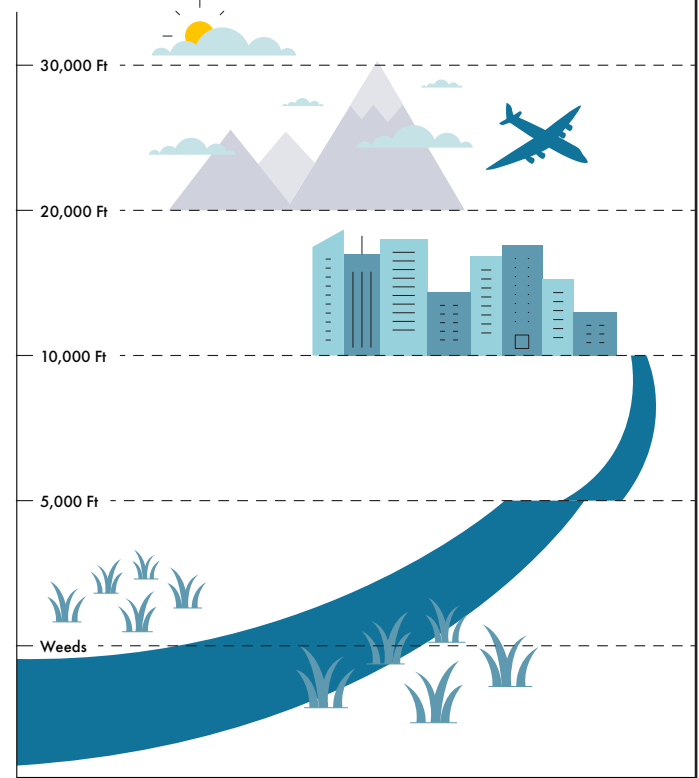
Weeds

Lowest Altitude is the weeds, the tactical details. People often get off-course because they are overwhelmed by the details on the ground level.

DESIGN CONSIDERATIONS: What considerations should you account for in your agenda design? Time zones, format (in-person, virtual), size of group, etc.

DOUBLE SIDED PENCIL

Use the Double Sided Pencil to map the methods to the three phases of a session (meeting or workshop): Open, Explore, and Close. XPLANE consultants and designers use a variety of workshop activities or "methods" to plan out their workshops. Use the method cheat sheet to review and plan out your activities across the phases.

OPEN	EXPLORE	CLOSE