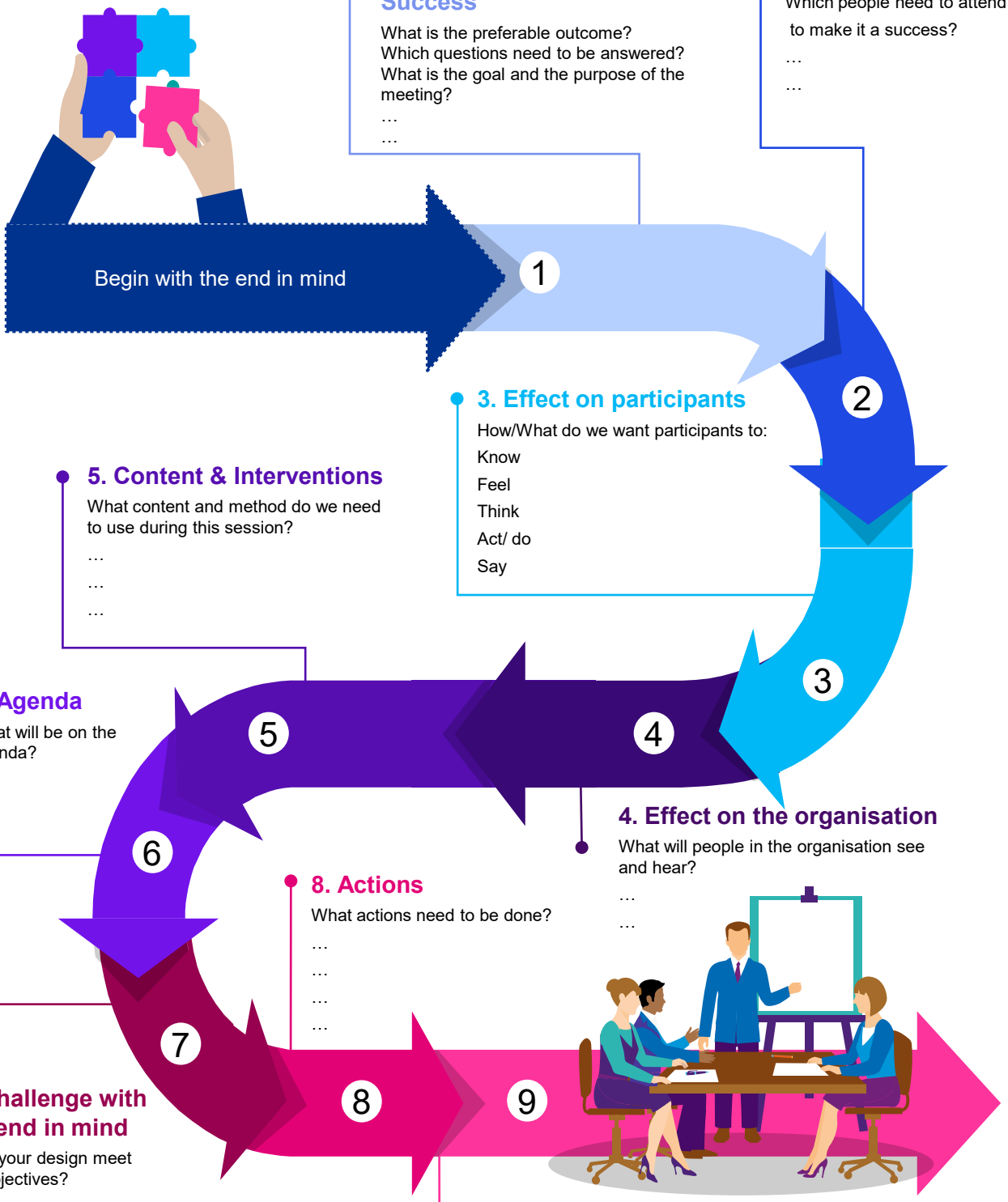
Workshop & Training Design Model



1. Objectives & Definition of Success

What is the preferable outcome?
Which questions need to be answered?
What is the goal and the purpose of the meeting?
…
…

2. Participants

Which people need to attend to make it a success?
…
…

3. Effect on participants

How/What do we want participants to:
Know
Feel
Think
Act/ do
Say

4. Effect on the organisation

What will people in the organisation see and hear?
…
…

5. Content & Interventions

What content and method do we need to use during this session?
…
…
…

6. Agenda

What will be on the agenda?
…
…
…

7. Challenge with the end in mind

Does your design meet the objectives?
…
…

8. Actions

What actions need to be done?
…
…
…
…

9. Deliver

Picture the outcome
…
…

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