Workshop Vision Blueprint

Intention
To align around needs and objectives for the workshop.

Agenda for this meeting
- Opening check-in, in which is the team
- Visualizing the blueprint with sticky notes
- Clarifications and discussion points
- Closing: feedback on the meeting and next steps

What happens next
The facilitator prepares an outline of the workshop.

Check in

Design Ideas

Engagement level
Transportation plan, any other logistics, necessary to prepare the participants.

Results — Desired outcomes — Key deliverables — Output

Tangible

What is the purpose of the workshop?

Key questions to be explored

Next steps

Check out

What can go well in the workshop?

What can we improve?

Learn more about: Workshop Planning on SessionLab
www.sessionlab.com/tutorials/workshop-planning-template