Workshop Outline Template

| Version |  |
| --- | --- |
| Authors |  |
| Date |  |
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*Use this template to collect information about your own workshop.*

Skeleton for Workshop X

**Level**: *List the level of expertise that your target group has with the topic*

**Time frame**: *List how long your workshop will take (e.g. half a day, a day, multiple days)*

**Target group**: *List the target group of your workshop*

**Recommended no. of participants**: *List how many participants you would ideally want in your workshop*

Learning goals

* *List at least three learning goals*

## Preparations for the participants in advance

## *Do you want participants to prepare anything in advance? Any prior knowledge they should have or acquire?*

## Programme

### **Programme overview**

*Make an overview of the programme parts and their times*

*xx:xx - xx:xx Welcome*

*xx:xx - xx:xx […]*

Detailed programme and example assignments

## *Specify the programme parts and what you want to cover in them. Where possible link to materials you want to re-use*