

## Multi-Day Workshop Template

|                      |  |
|----------------------|--|
| Workshop Title:      |  |
| Date/Time:           |  |
| Location:            |  |
| Facilitator(s):      |  |
| Contact Information: |  |
| Outcomes:            |  |
| Target Audience:     |  |

| Day   | Time     | Activity                 | Duration | Facilitator | Materials Needed |
|-------|----------|--------------------------|----------|-------------|------------------|
| Day 1 | 9:00 AM  | Welcome and Introduction | 30 mins  |             |                  |
|       | 9:30 AM  | Session 1                | 2 hours  |             |                  |
|       | 12:30 PM | Lunch Break              | 1 hour   |             |                  |
|       | 1:30 PM  | Session 2                | 2 hours  |             |                  |
|       | 3:30 PM  | Break                    | 15 mins  |             |                  |
|       | 3:45 PM  | Session 3                | 2 hours  |             |                  |
|       | 5:45 PM  | Day 1 Wrap-up and Q&A    | 30 mins  |             |                  |
|       |          |                          |          |             |                  |
| Day 2 | 9:00 AM  | Recap of Day 1           | 30 mins  |             |                  |
|       | 9:30 AM  | Session 4                | 2 hours  |             |                  |
|       | 12:30 PM | Lunch Break              | 1 hour   |             |                  |
|       | 1:30 PM  | Session 5                | 2 hours  |             |                  |
|       | 3:30 PM  | Break                    | 15 mins  |             |                  |
|       | 3:45 PM  | Session 6                | 2 hours  |             |                  |
|       | 5:45 PM  | Day 2 Wrap-up and Q&A    | 30 mins  |             |                  |
|       |          |                          |          |             |                  |
| Day 3 | 9:00 AM  | Recap of Day 2           | 30 mins  |             |                  |
|       | 9:30 AM  | Session 7                | 2 hours  |             |                  |
|       | 12:30 PM | Lunch Break              | 1 hour   |             |                  |
|       | 1:30 PM  | Session 8                | 2 hours  |             |                  |
|       | 3:30 PM  | Break                    | 15 mins  |             |                  |
|       | 3:45 PM  | Session 9                | 2 hours  |             |                  |
|       | 5:45 PM  | Workshop Conclusion      | 30 mins  |             |                  |
|       |          |                          |          |             |                  |

