Post-election workshop planning worksheet

This document supports the [Running a post-election debrief workshop planning and facilitation guide](). Use this tool to help you plan your post-election debrief workshop.

Using this document
1. Make a copy of this document to fill it out.
2. Start by defining the goals of your workshop.
3. Then review the needs of your team.
4. Choose activities you want to do during your workshop.
5. Plan the logistics for workshop day.
6. Craft your agenda and moderator guide.

1. Setting goals

Page 4 of the Post-election workshop planning and facilitation guide walked you through considerations for setting your workshop goals. Use the space below to brainstorm and finalize your goals.

Brain dump
Use this area to jot down your ideas as you think through your goals for the workshop.

Content goals
    -   Understand the problems in the voting process
    -   Understand what works well in the voting process)
    -   ….. (add your own)
    -   …
    -   ….
    -   ….

⭐ **Final Goal (narrow down to 3)**
By the end of the workshop, we will… 1. 2. 3.

2. Assess your team's needs

Page 5 of the Post-election workshop planning and facilitation guide offers suggestions for identifying your team's unique needs. Use this table to conduct a needs assessment before planning your workshop activities.

Group Size
How many people will attend the workshop? (This will affect how activities are designed.)

Experience
Are there events or activities your team has done that they enjoyed?

Communication Styles
Does your team already communicate freely on ideas? Will they need some prompting or help getting comfortable with a reflection format?

Scheduling
How soon after the election can you get a reflection on the calendar? Are there days, weeks, or time slots that work best for scheduling?

Norms
What are the rules of engagement for this workshop? How do you want people to show up?

List out your norms
Norm examples
- *Stay engaged*
- *Share the space*
- *Tackle problems, not people*
- *Assume good intent*

3. Activities

Pages 7-13 of the guide include activity suggestions for your reflection workshop. Use the following table to plan each of your activities.

- Activity title
- Activity description
- Roles & assignments
- Time needed
- Supplied needed

These will serve as the foundation for your workshop moderator guide.
We recommend completing a table for your:

- Greetings & Icebreaker
- Main activities
- Closing

Opening

Activity title		
Greetings & Icebreaker		
Activity description *Write a brief description of what will happen during this activity. For the main activities, consider: How will you collect thoughts and ideas from your staff in the workshop?*		
Roles: **Name + role title** *Who will facilitate these activities? Who will support?*	**Time** *How long will each activity take?*	**Supplies** *What materials do you need to capture your staff's ideas*

Main activities

For the main activities, copy the table as many times as you need.

Activity title		
Activity description *Write a brief description of what will happen during this activity. For the main activities, consider: How will you collect thoughts and ideas from your staff in the workshop?*		
Roles: **Name + role title** *Who will facilitate these activities? Who will support?*	**Time** *How long will each activity take?*	**Supplies** *What materials do you need to capture your staff's ideas*

If any of your activities require breakout groups, you can use your attendance list to create groups before your workshop. Creating groups in advance can help you plan seating arrangements and logistics for a smoother run of show. You can also thoughtfully group people based on diverse areas of expertise to invite cross-functional collaboration.
Use the table below to create your groups.

Breakout Groups			
Group 1	**Group 2**	**Group 3**	**Group 4**

Closing

Activity title
Debrief/Closing

Activity description
Write a brief description of what will happen during this activity. For the main activities, consider: How will you collect thoughts and ideas from your staff in the workshop?

Roles: **Name + role title** *Who will facilitate these activities? Who will support?*	Time *How long will each activity take?*	Supplies *What materials do you need to capture your staff's ideas*

Prepare for potential problems
What will you do if the conversation starts to go off the rails?

4. Logistics

Page 14 of the guide provides some questions to help you figure out your logistical needs for the workshop. Use this table to organize your space and supply needs.

Location   *Where will you host this workshop?*
Date & Time   *When will you host this workshop? How long will it be?*
Expected number of attendees   *How many people will be attending this workshop?*
Refreshments   *Will you offer participants food and drinks? If so, put them here.*

5. Create your moderator guide

Now that you've put together your goals and activities, you can put it all together to craft your final workshop agenda and moderator guide!

The goal of the moderator guide is to provide guidance for workshop facilitators and operations & logistics staff on the day of your workshop. This includes space for:
- Links to necessary documents like presentations
- Roles and responsibilities
- Facilitator scripts
- A setup and materials checklist

We've created a [moderator guide template](#) for you to share with your co-facilitators and operations support staff.

Optional: Share agenda with attendees

The agenda is a document you will share with your team before the workshop to help them prepare for the discussion. This includes only a high-level overview of the time, location, and activities of your workshop. You can include the agenda at the beginning of your workshop presentation or email it to your attendees.

Page 2 of the moderator guide includes a sample agenda template that you can use to share with your team.