

Workshop Moderator Guide

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. Using the Post-election workshop planning worksheet, copy and paste your workshops general information.
2. Using the worksheet's "Activities" section, enter:
 - a. All of the roles and responsibilities for this workshop.
 - b. The high-level agenda overview
 - c. And the detailed workshop agenda. In this section, you can also include scripts for workshop facilitators and links to relevant documents including presentations and printouts.
3. Optional: Send out the Agenda (Page 2) to attendees.

[Workshop general information](#)

[Workshop roles and responsibilities](#)

[High-Level Workshop Agenda Overview](#)

[Detailed Workshop Agenda](#)

[Materials needed:](#)

[Set up:](#)

[Breakout groupings \(as needed\)](#)

High-level workshop agenda overview

Item	Description
Workshop Duration	
Audience Who will be in the room?	
Objective of workshop	
Workshop Outputs List of tangible things that will come out of the workshop	
Document Links Links to presentations or other documents needed for your workshop	
Refreshments provided	

Duration	Activity title	Description
X min	Greetings & Agenda	
X min	Icebreaker	
X min		
X min		
X min		
X min	Debrief	
X min	Closing	

Workshop roles and responsibilities

Workshop Role	Assignee Name
Lead Facilitators	 Person
Welcome-er/Icebreaker/	 Person
Close-er	 Person
Note-taker (visual or written)	 Person
Logistics support	 Person
Add other roles as needed	 Person

Detailed workshop agenda

Materials needed:

- ☐ Material A
- ☐ Material B

Set up:

Checklist for event day logistics

- ☐
- ☐
- ☐

Time + materials	Description	Roles
------------------	-------------	-------

X min	Greetings & Agenda Introductions Overview of goals for the day • Review Agenda •	
X min Relevant links: Materials:	A. Icebreaker a. description of activity b. script & prompts	
X min Relevant links: Materials:	B. Activity 1 a. description of activity b. script & prompts	
X min Relevant links: Materials:	C. Activity 2 a. description of activity b. script & prompts	
X min Relevant links: Materials:	D. Activity 3 a.	

X min Relevant links: Materials:	E. Debrief a.	
Closing Relevant links: Materials:	F. Closing a.	

Breakout groupings (as needed)

Group 1	Group 2	Group 3	Group 4