



Workshop Facilitation Checklist Template 2026: Material Kits, Interactive Activities & Participant Skill Assessment Management

Pre-Workshop Curriculum & Planning

Defining learning objectives, designing the workshop syllabus, and establishing measurable skill assessment criteria.

Workshop Title

Write something...

Learning Objectives

Write something...

Core Competencies to be Assessed

- ☐ Technical Proficiency
- ☐ Soft Skills/Communication
- ☐ Strategic Thinking
- ☐ Leadership/Management
- ☐ Compliance/Regulatory Knowledge

Curriculum Finalization Deadline

Draft Curriculum Document

 Upload File

Participant Recruitment & Registration

Managing attendee sign-ups, pre-workshop surveys, prerequisite reading distribution, and dietary/accessibility requirements.

Full Name

Email Address

Workshop Interest Areas

- ☐ Beginner Level
- ☐ Intermediate Level
- ☐ Advanced Level

Registration Date

Learning Objectives & Goals

Write something...

Dietary Requirements

- ☐ None
- ☐ Vegetarian
- ☐ Vegan
- ☐ Gluten-Free
- ☐ Halal/Kosher

Pre-Workshop Assessment Submission

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Material Kits & Stationery Preparation

Organizing workbooks, printing handouts, preparing writing tools, and assembling physical or digital toolkits for each participant.

Required Stationery Items

- ☐ Workbooks/Handouts
- ☐ Writing Utensils (Pens/Markers)
- ☐ Sticky Notes & Post-its
- ☐ Name Tags & Lanyards
- ☐ Flipcharts & Markers
- ☐ Reference Guides/Cheat Sheets

Kit Assembly Checklist Status

Write something...

Total Number of Kits to Prepare

Enter a number...

Digital Materials/Print-Ready Assets

 Upload File

Kit Completion Deadline

Enter date...

Special Instructions for Custom Kits

Write something...

Interactive Activity & Icebreaker Design

Planning group exercises, breakout session prompts, gamification elements, and hands-on demonstration logistics.

Icebreaker Activity Name

Write something...

Activity Instructions

Write something...

Activity Difficulty Level

- ☐ Low (Simple Introduction)
- ☐ Medium (Collaborative/Group Work)
- ☐ High (Complex Problem Solving)

Required Props & Materials

- ☐ Sticky Notes
- ☐ Whiteboard Markers
- ☐ Timer/Stopwatch
- ☐ Printed Handouts
- ☐ Digital Survey Link

Estimated Duration

Enter time...

Activity Reference Material

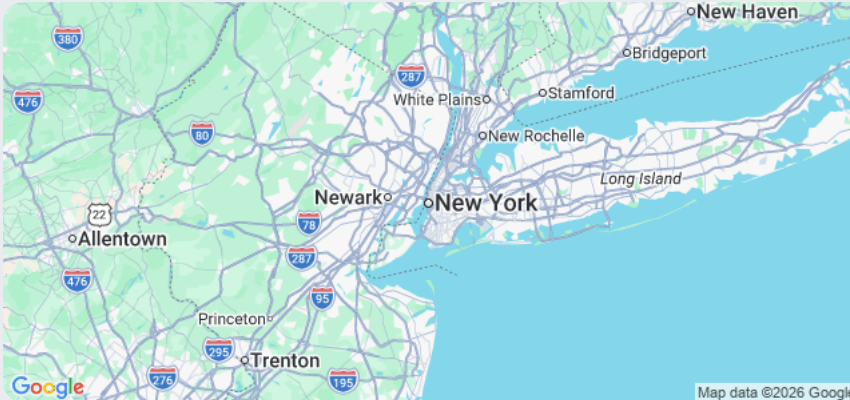
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Venue & Technical Setup

Ensuring AV functionality, seating arrangements for collaboration, Wi-Fi access, and presentation slide readiness.

Workshop Venue Address

 [Set My Current Location](#)



Setup Completion Date

Enter date...

AV Equipment Checklist

- ☐ Projector & Screen
- ☐ Microphones (Lavalier/Handheld)
- ☐ Laptop & Power Cables
- ☐ Audio Speakers
- ☐ Whiteboard & Markers
- ☐ Clicker/Remote Presenter

Room Layout Type

- ☐ U-Shape
- ☐ Classroom Style
- ☐ Boardroom Style
- ☐ Cluster/Group Tables
- ☐ Theater Style

Wi-Fi & Connectivity Instructions

Write something...

Venue Floor Plan/Diagram

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Skill Assessment & Feedback Tools

Setting up real-time polling, post-session competency testing, and digital feedback forms for impact measurement.

Post-Workshop Satisfaction Score

- ☐ 1 - Very Dissatisfied
- ☐ 2 - Dissatisfied
- ☐ 3 - Neutral
- ☐ 4 - Satisfied
- ☐ 5 - Very Satisfied

Skills Mastered During Session

- ☐ Conceptual Understanding
- ☐ Practical Application
- ☐ Tool/Software Proficiency
- ☐ Strategic Implementation

Detailed Feedback & Areas for Improvement

Write something...

Upload Completed Assessment Worksheets

 Upload File

Assessment Completion Date

Enter date...

Facilitator & Staff Coordination

Briefing co-facilitators, assigning breakout room moderators, and establishing a run-of-show timeline.

Assigned Staff Roles

- ☐ Lead Facilitator
- ☐ Co-Facilitator
- ☐ Moderator
- ☐ Technical Support
- ☐ Registration Desk Staff

Briefing Session Date

Enter date...

Staff Briefing Start Time

Staff Responsibilities & Task Breakdown

Briefing Agenda & Run-of-Show Document

 Upload File

Staff Acknowledgement of Briefing

Post-Workshop Follow-up & Documentation

Distributing session recordings, sharing summary reports, and archiving participant assessment results for future tracking.

Follow-up Completion Date

Documents Distributed

- ☐ Session Recording
- ☐ Summary Report
- ☐ Presentation Slides
- ☐ Resource List
- ☐ Certificate of Completion

Post-Workshop Key Insights

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Final Assessment Summary Report

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Participant Feedback Rating

- ☐ Exceeded Expectations
- ☐ Met Expectations
- ☐ Below Expectations

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🏆 Finish

🔧 Generate Sample Report