

FFA Workshop Planning Template

Workshop Title: [Enter workshop title here.]

Date and Time: [Specify date and time.]

Location: [Specify venue or online platform.]

Objective: [State the objective or goals of the workshop.]

Target Audience: [Specify who the workshop is intended for, e.g., FFA members, specific grade levels, etc.]

Agenda:

1. Introduction

- Welcome and Introductions
- Icebreaker Activity: [Briefly describe icebreaker activity.]

2. Session 1: [Topic]

- Time: [Specify start and end time.]
- Objective: [State the objective of this session.]
- Activities:
 - Activity 1: [Describe the activity.]
 - Activity 2: [Describe the activity.]
- Materials Needed: [List any materials or resources required.]

3. Session 2: [Topic]

- Time: [Specify start and end time.]
- Objective: [State the objective of this session.]
- Activities:
 - Activity 1: [Describe the activity.]
 - Activity 2: [Describe the activity.]
- Materials Needed: [List any materials or resources required.]

4. Session 3: [Topic]

- Time: [Specify start and end time.]
- Objective: [State the objective of this session.]
- Activities:
 - Activity 1: [Describe the activity.]
 - Activity 2: [Describe the activity.]
- Materials Needed: [List any materials or resources required.]

5. Wrap-up and Reflection

- Summary of Key Points Discussed
- Q&A Session
- Feedback Collection: [How will you collect feedback?]

6. Next Steps

- Action Items: [List any actions or follow-ups needed.]

- Closing Remarks

7. Evaluation

- Overall Evaluation of Workshop Success
- Suggestions for Improvement

Materials Needed

- [List of materials, handouts or equipment required for each session.]

Notes

- [Additional notes or considerations for facilitators]