**EPiCC 2-HOUR WORKSHOP PLANNING TEMPLATE**

**FOCUS OF WORKSHOP:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic** | **Activity**  *\*from activity bank*  **Slide focus** | **Slides from master** | **Timing per slide** | **Timing per section** | **Who will present?**  **What else do I need?** |
| **Welcome,**  **Introduction and Workshop Aims** |  |  |  |  |  |
| **Setting the Scene and Context** |  |  |  |  |  |
| **Key Messages** |  |  |  |  |  |
| **Key Themes and information** |  |  |  |  |  |
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| **Topic** | **Activity**  *\*from activity bank*  **Slide focus** | **Slides from master** | **Timing per slide** | **Timing per section** | **Who will present?**  **What else do I need?** |
| **Other Content** |  |  |  |  |  |
| **Wrap Up/End** |  |  |  |  |  |

This template has been designed to assist you in designing and planning your workshop.