innovatewithAjay

Workshop brief

[Workshop title] | [Date] | [Version]

Planning item	Details
Audience	[Who will attend and expected skill level]
Outcome	[What participants should be able to do]
Format and duration	[Online / onsite, session length, time zone]
Prerequisites	[Tools, accounts, equipment, prior learning]
Activities	[Demonstration, guided practice, project or review]
Logistics	[Venue / meeting URL, capacity, coordinator]
Feedback	[How feedback and completion will be recorded]

Before the session

[Confirm participants, material, access and technical setup.]

After the session

[Share agreed resources and next steps. Issue participation or completion certificates only on the appropriate basis.]