



P3:14 Workshop Prep Checklist

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Before the Workshop

- Identify key participants and block calendars
- Set clear expectations about workshop goals
- Assign a workshop champion for follow-through
- Complete any pre-work or assessments
- Address team concerns or resistance upfront
- Confirm venue, tech setup, and materials needed
- Send calendar invites with full details
- Prepare notebooks, pens, and flip chart paper
- Designate someone to document key insights



After Workshop

- Schedule leadership debrief meeting
- Send thank you with key takeaways to all participants
- Identify top 3 priority action items
- Assign ownership for each major initiative
- Plan follow-up implementation meetings