Playbook Curriculum and workshop template

Activity Plan for Workshops and Learning Sessions[[1]](#footnote-0)

# What is the purpose of an Activity Plan,Workshop or Curriculum Plan? (how will people use the content)

National Societies, Secretariat/Regional Offices and Sector focal points plan workshops and learning/sharing sessions. Learning as a team often requires a clear plan to coordinate content, learning goals and scheduling. This is a draft template to for people to guide pilots, workshops and regular learning sessions for their specific national society, secretariat / regional office, sector (eg. Health, cash etc).

| Activity Goal (s) | E.g. Is this a series of short workshops in a regional office or a dedicated workshop for a sector (e.g. cash ERUs) |
| --- | --- |
| Type of Activity |  |
| Organizing Team |  |
| Date(s) of activities |  |

*Please kindly fill out all sections left white below.*

# About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

| Target Audience  |
| --- |
| Main Audience |  |
| Secondary Audience |  |

# About the Content

| What are the main challenges about reaching the audience(s) and training content, if any? |
| --- |
|  |
| How can we overcome these challenges? Write key points on the importance of the topic. |
|  |
| Do you have any particular recommendations regarding the activity? |
|  |
|  |
| What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc). |
|  |

| Learning Objectives of the Activities*For guidance on writing learning objectives based on Bloom’s Taxonomy, click* [*here*](https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/) *or* [*here*](https://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf) |
| --- |
| At the end of the activity, learners will:1-2-3 |
| Activity Planning *Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organizational goals and as well as obtaining feedback from participants.*  |
| Topic 1 | Key messages |
|  |  |
| Topic 2 | Key messages |
|  |  |
| Topic 3 | Key messages |
|  |  |
| Select the content from the Data Playbook to serve the learning objectives and organizational needs/feedback. If you are *creating new content,* please do share back with the Data Playbook team.  |
| Topic 1 |
|  |
| Topic 2 |
|  |
| Topic 3 |
|  |

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1. Credit: CC-BY-NC 4.0 Data Playbook v1 contributors [↑](#footnote-ref-0)