

Secondary Prevention Best Practice Tool Kit

CHECKLIST FOR PLANNING A WORKSHOP

Before the Workshop

Plan the workshop well in advance.

Complete a formal or informal needs assessment to determine the learning needs of the participants in relation to risk factors. Add or alter afternoon risk factor presentations to meet these needs (e.g.: shorten risk factor presentations to include sodium presentation).

Find local experts to present on the topics of stroke prevention to be covered at your workshop/in-service (e.g.: hypertension, healthy eating, smoking cessation.).

Determine the number of participants to fit the space; consider if you will be working in a large group with or without “stations”.

Book the venue for the workshop.

Discuss the room set-up and audiovisual needs with the venue staff (consider the need for large group and small group sessions at “stations”).

Decide on the need for breakout rooms and a space for registration.

Adapt the template for the *Preventing Strokes one at a Time Workshop* brochure, including directions to the location.

Distribute the *Preventing Strokes one at a Time Workshop* brochure.

Order catering if included in the day.

Order participant folders, pens, workshop materials required.

Confirm speaker attendance and audiovisual needs.

Establish the registration system.

Print and assemble the participant packages.

Provide the venue with final confirmation for number of participants, catering (including special dietary requirements), space requirements, and audiovisual requirements.



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At the Workshop

Check that directions are posted for the room(s).
Check the set-up and audiovisual equipment for the room(s).
Set-up the registration area.

Bring the Following Items to the Workshop

Extra copies of the participant packages and name tags
Backup copies of PowerPoint presentations
Sign-up registration sheet

After the Workshop

Collate the results of the evaluation and share with the appropriate stakeholders.
Book follow-up session to discuss evaluation results and next steps.

Adapted from Strachan D & Pitters M. *Workshop management, method to magic: A resource for facilitators*.
Ottawa, ON: ST Press; 2003