

# Plan It Workshop Lessons Learned

1. Assess workshop participants experience with training design and development – to better gauge the pace and level the workshop needs to be
2. Workshop participants must bring background materials, audience information, etc.
3. Define all terms in the glossary
4. Simplify templates and job aids
5. Consider size of the group
6. Bring a copy of existing training process as a reference participants understand where they are and where they are going
7. Consider a longer, more in depth overview of the process before actually using. Define if the process is a guide, support, role of the team, etc

## **Logistics**

1. Room size
2. Room temperature
3. Assemble binders before workshop – too many handouts, unorganized papers