



Youth Facilitator Workshop Planning Guide

Workshop Overview

Workshop title or idea (welcome to also attach inspiration images when emailing you interest across or attending your first meeting at YO around the workshop):

Why is this workshop important for young people?: _____

Availability & Logistics

Preferred days of the week: _____
Preferred times of day: _____
Preferred session duration: 60 mins / 90 mins / 2 hrs / Other _____

Workshop Outcomes & Skills

Skills participants will develop: _____
How participants might use these skills later: _____

Session Structure & Lesson Plan

Encouraged to be written out and brainstormed on a separate blank word doc

Example session breakdown:

| INTRODUCTION (5-10 min) | MAIN ACTIVITY | REFLECTION & CLOSE |
|--|--|---|
| <ul style="list-style-type: none"> Welcome participants and introduce yourself Explain what the workshop is about Explain what participants will do Provide pre-surveys for completion | <ul style="list-style-type: none"> Explain activities step-by-step Demonstrate if helpful Check understanding Support participants as they work and create Take photos where possible | <ul style="list-style-type: none"> Call for final 30 mins Provide post-surveys for completion Thank participants and explain next steps Pack up |

