

Professional Development Workshop Organising Sheet

Workshop Topic: _____

Workshop Speaker(s): _____

Workshop Format: _____

Location: _____

Date: _____

Task	Responsible	Deadline	Completed?
1. Choosing a topic and timeframe			☐
2. Finding speakers / trainers			☐
3. Finding a venue / platform			☐
4. Marketing the event			☐
5. Conducting the event			☐
6. Evaluation			☐

Desired outcome: