Workshop agenda template

A workshop agenda template is a timed plan for one session: what happens, in what order, who leads each part, and what the group should have when it ends. This page gives you a blank agenda table to copy, a worked 90-minute example, and an Excel run of show whose start times calculate themselves from the durations.

90 minutes | 6–16 participants | Online and adaptable in person

Updated 2026-09-20

The outcome

Participants agree on one small experiment, name an owner, and define how they will review the result.

Before the session

- Ask the sponsor for one concrete problem and a recent example. Replace broad goals such as “improve communication” with a specific task people need to perform.
- Invite people who do the work and someone able to approve a small experiment. Ask privately about access needs; offer captions, written instructions and a camera-optional route.
- Prepare a shared document with four headings: evidence, options, experiment, review. Test editing permissions with an attendee account. Assign a timekeeper and note-taker.
- Send the question, desired decision and worksheet in advance. Example: How can we reduce missing information in the handover between sales and delivery?

Included in this kit

A facilitator run of show, participant worksheets with real tables, reference tables, debrief questions, adaptation notes and a follow-up plan. Use the editable Word copy to tailor examples and prompts before delivery.

Original material by Superglue. Timings are suggestions; adjust them to your participants. This resource has not been independently evaluated.

What is inside

The participant sheets come first so you can print one page per person. Your own facilitator section follows them.

- Participant worksheet — Copy this page for participants.
- Blank workshop agenda — Print this page or copy the table into the editable file.
- Run of show — A worked agenda you can adapt.
- Facilitator run of show, reference tables, debrief questions and adaptation notes — for you, after the participant sheets.

Participant worksheet

Copy this page for participants. Write directly in the editable file or use the space below. Share only what is relevant to the session; keep sensitive personal information out of shared notes.

Workshop title and date

Decision or skill participants should leave with

People who need to attend and why

Evidence of the current problem

Scope and what is outside it

Activity | minutes | participant action | tangible output

Access needs and alternative participation routes

Experiment | owner | first step | start date

Success signal | data source | review date

Blank workshop agenda

Print this page or copy the table into the editable file. One row per activity.

Start	Duration (min)	Activity	Lead	Output or decision

Run of show

A worked agenda you can adapt. Timings are suggestions, not targets to defend.

Start	Duration (min)	Activity	Lead	Output or decision
0:00	10	Open with a concrete outcome	Facilitator	Agreed outcome and how notes will be used
0:10	15	Build a shared picture	Facilitator	Examples separated from interpretations
0:25	15	Define the problem	Group	One written problem statement
0:40	5	Take a break	-	Return time displayed
0:45	20	Generate and examine options	Groups of three	Two or three options with trade-offs
1:05	15	Choose one experiment	Group	Experiment, owner and review date
1:20	10	Check commitment and close	Note-taker	Decisions and next steps recorded

Facilitator run of show

1 Open with a concrete outcome | 10 minutes

Say: “By the end we will choose one change to try for two weeks. We are improving the handover, not judging individuals.” Explain how notes will be used. Invite each person to name one thing a good handover makes possible; passing is welcome.

2 Build a shared picture | 15 minutes

Allow three minutes of silent writing about a recent handover: what arrived, what was missing and what happened next. Invite brief examples and separate observations from interpretations. Ask which facts need checking. Capture missing evidence without trying to solve it yet.

3 Define the problem | 15 minutes

Group similar examples. Give each participant two votes for problems they can influence. If there is a tie, choose the problem with the clearest recent evidence. Write: “When [situation], [obstacle] leads to [effect].” Check the statement with people on both sides of the handover.

4 Take a break | 5 minutes

Pause for five minutes. Show the return time and leave the problem statement visible. Invite participants to step away from their screens.

5 Generate and examine options | 20 minutes

Write ideas individually for four minutes. In groups of three or four, combine useful ideas and choose one low-effort option. Each group has one minute to explain it. Compare effort, likely benefit and possible unintended effects. Keep at least one option that changes the process rather than asking people to try harder.

6 Choose an experiment | 15 minutes

Ask the decision owner to select an option, explaining their reasoning. Invite objections that reveal a practical risk. Reduce the scope if needed. Record who will do what, when it begins, what evidence will be collected and the review date. Example: try a five-field handover checklist on the next five transfers.

7 Check commitment and close | 10 minutes

Ask each person to write their next action or concern. Read back the experiment and confirm that the owner accepts it. Ask: “What is still unclear enough to stop this working?” Resolve essential ambiguity and send everyone the same action record.

Reference tables

Worked example: a 90-minute workshop agenda

Timings are suggestions. Keep the close fixed and cut content instead of shortening it.

Start	Duration (min)	Activity	Lead	Output or decision
0:00	10	Open with a concrete outcome	Facilitator	Agreed outcome and how notes will be used
0:10	15	Build a shared picture	Facilitator	Examples separated from interpretations
0:25	15	Define the problem	Group	One written problem statement
0:40	5	Take a break	-	Return time displayed
0:45	20	Generate and examine options	Groups of three	Two or three options with trade-offs
1:05	15	Choose one experiment	Group	Experiment, owner and review date
1:20	10	Check commitment and close	Note-taker	Decisions and next steps recorded

Debrief and next steps

Questions for reflection

- Which activity helped us move from opinion to evidence?
- Whose perspective was missing?
- What would make the experiment small enough to start tomorrow?

Adapt the session

- For four people, work together instead of using breakout rooms. For 17–24, add a co-facilitator and keep groups to four.
- If time drops to 60 minutes, use 5 / 10 / 10 / 0 / 15 / 15 / 5 minutes and gather examples before the session.
- If the whiteboard fails, use a shared document or invite written chat contributions and read them aloud.

After the session

Send the experiment record within one working day. At the review, compare the agreed signal with the starting situation, then keep, change or stop the experiment. Do not treat one successful trial as proof that it works everywhere.

Questions people ask

How long should a workshop agenda be?

Plan around 90 minutes for a session that has to end in a decision. The worked example runs for 90 minutes with a five-minute break after 40 minutes. A 60-minute agenda usually carries one decision rather than three.

What belongs in a workshop agenda?

Each row needs a start time, a duration, the activity, who leads it and the output the group should have when it ends. A row with no output is usually preparation or a break.

How do the start times calculate themselves?

The spreadsheet holds the first start time and one duration per activity. Each later start is the row above plus its duration, so changing one duration moves every later activity automatically.

Can I use this agenda for an online workshop?

Yes. Keep the same rows and add the tool or link for each activity in the notes column. Split the 20-minute option block into two turns with a shared whiteboard so remote participants see the same material.

How do I stop an agenda from running over?

Give the closing block a fixed time and cut content rather than shortening the close. The last ten minutes here confirm decisions, owners and the review date.

Use and sharing

Free to use and adapt in your own training sessions, including paid client work. Do not resell or redistribute the unmodified download as a standalone product. Share the resource page instead.