

Standing Together Session Planning Template

Meeting Date:	Click here to enter a date.
Topic/Theme:	
Facilitators	

Objective(s) for the Session:

Thoughts on the Planning:

Section	Approx. Time
Arrival/Welcome	
	5 minutes
Warm up / Introductions	
	15 minutes
Main Activity	
	35 minutes
Tea Break	
	20 minutes
Summary	
	10 minutes

Debrief Template

What is your overall feeling of how the group went?	
How well did participants engage?	
What worked well? What appear to be the reasons for this?	
What did not work well? What appear to be the reasons for this?	
Is there anything that had a particularly strong impact on you? How can you mitigate that impact?	