# Workshop Agenda Template

Use this template to plan and structure a design thinking or creative problem-solving workshop. Customize the agenda based on your session goals, audience, and available time.

## Workshop Title:

[Insert Workshop Title Here]

## Date & Time:

[Insert Date and Duration]

## Facilitator(s):

[List names of facilitators or moderators]

## Objective:

Briefly describe the purpose and intended outcomes of the workshop.

## Agenda Overview:

|  |  |  |
| --- | --- | --- |
| Time | Activity | Description / Notes |
| 9:00 AM – 9:30 AM | Welcome & Introductions | Set expectations and review agenda |
| 9:30 AM – 10:15 AM | Empathy Exercise | User interviews or persona review |
| 10:15 AM – 11:00 AM | Define Challenge | Problem framing and HMW questions |
| 11:00 AM – 12:00 PM | Ideation Session | Brainstorming, SCAMPER, or Crazy 8s |
| 12:00 PM – 1:00 PM | Lunch Break |  |
| 1:00 PM – 2:30 PM | Prototyping | Build low-fidelity models or storyboards |
| 2:30 PM – 3:30 PM | User Testing or Peer Review | Feedback and refinement |
| 3:30 PM – 4:00 PM | Wrap-Up & Next Steps | Insights, reflections, and actions |

Note: Adjust timing and activities based on session length and goals.