

Using a Design Table

How to maximize this useful tool

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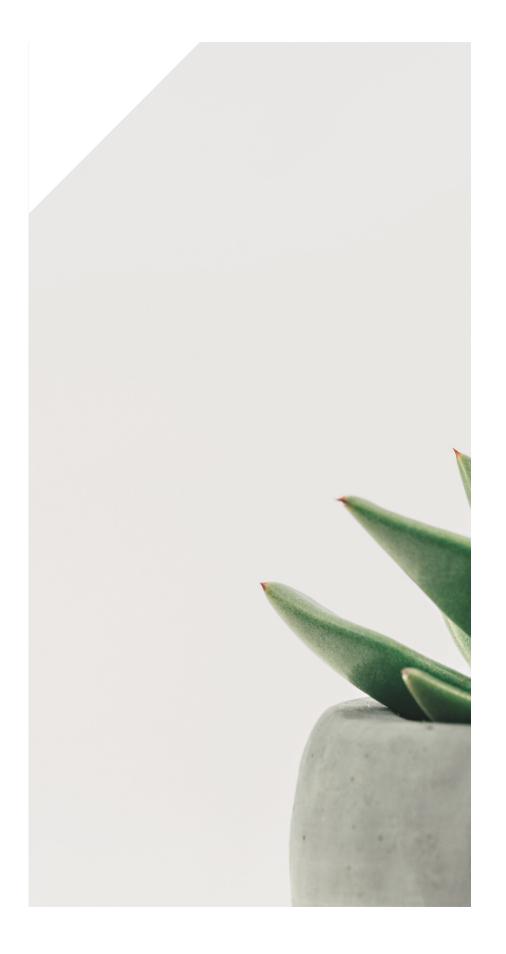
The purpose of a design table is

to manage time effectively.





02



It is a tool for the facilitator

Don't share it with your audience.

03



The starting point is your main goal for the event.

Then, you align the objective of each activity to the main goal.

Everything you do inyour event, contributesto your main goal.

04

You can adjust the time during your session, as needed.





Use these five categories in your design table

Time: [rounded to nearest 5 min.] Activity: [brief agenda section] **Objective**: [purpose of each activity] Type: [learning process] **Resources / Materials:** [anything needed]



During the event, you could change the order of the activities or adjust estimated times.

Your design table serves as a planning tool before and during your event.



07

Example

Event: Effective Communication Workshop **Duration**: 2 hours

Main Goal: Provide tools to improve listening skills of participants and develop team agreements for effective communication.

TIME	ACTIVITY	OBJECTIVE	TYPE	RESOURCES/MATERIALS
1:00 -	Welcome	Allow time for	All Group	Welcome Slide
1:05		participants to join	Activity	
PM		the session.		
1:05 –	Introductions	Create a comfortable	All Group	Ice breaker Handouts
1:20		learning environment.	Activity	Markers
PM		Generate positive		
		energy.		
1:20 –	Current	Have participants	Small Groups	Force Field Analysis Slide
1:30	Challenges	identify their current		Markers
PM		communication		Break out instructions
		challenges within the		
		team.		
1:30 –	Debriefing	Identify what are the	1	Notes
1:45		most common	Representative	Marker
PM		challenges present for	from each Small	
		the team.	Group to share	
1:45 –	Active	Define active listening	Presentation	Slides
2:00	Listening	and provide concrete		Research information
PM		examples on how it		Video – Active Listening
		improves team's		
		communication.		
		Relate the		
		information to the		
		challenges previously		
		discussed.		
2:00 –	Role Plays	Provide different	Small Groups	3 Scenarios
2:40		scenarios for the		Break out instructions
PM		groups to practice		Guiding questions
		active listening skills.		Individual reflection form
2:40 –	Team	Summarize learning	All Group	Individual reflection form
2:55	Agreements	with the participation	Discussion	Notes
PM		of the group.		Markers
		Facilitate the		
		identification of best		
		practices to		
		implement active		
		listening in the team.		
2:55 –	Wrap-Up	Reinforce key	Presentation	Closing slides
3:00		messages and close		
PM		the activity with		
		energy and positivity.		

*For illustration purposes only

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- Let us know if you have any questions. Contact us at www.evvolutionpr.com
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Productivity is never an accident. It is always the result of a commitment to excellence, intelligent

planning, and focused effort.

- Paul J. Meyer