



Using a Design Table

How to maximize this useful tool

The purpose of a design table is

to manage time effectively.





It is a tool for the facilitator

Don't share it with your
audience.



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 in your event, contributes to your main goal.**

► **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.**



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

*For illustration purposes only





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Let us know if you have any
questions. Contact us at
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