Design Table

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| --- | --- |
| **Event:** | [title of the program or activity] |
| **Objective:**  | [what do you want to accomplish at the end of this program/activity] |
| **Duration:** | [assigned time for this program/activity] |

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| --- | --- |
| DATE/TIME: | [use one table for each session/date] |

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| **TIME** | **ACTIVITY** | **OBJECTIVE** | **TYPE** | **RESOURCES/MATERIALS** |
| [round time to nearest 5 minutes] | [brief agenda section] | [describe what is the purpose of this activity] | [describe layout and learning process] | [list people and materials needed for this activity & quantities] |
| [allow time for breaks and for questions and answers] | [for example: intro., ice breaker, topic 1, debriefing, etc.] | [make sure this contributes to the main goal of the program] | [for example: individual exercise, group discussion, presentation, etc.] | [guests, equipment, supplies, food, etc.] |
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NOTE: The purpose of a design table is for the facilitator to manage time effectively. It should not be shared with the group to allow for last minute modifications. You may need to adjust based on participation or any delays during the event. If you have to eliminate an activity, make sure you are not sacrificing the main objective of your program.